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12.5 Search for Events

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13. Announcements

14. Grievance/Feedback

15. Cases

16. Change Password

17. Change Username

18. Forgot Username

19. Preferences

20. MIS Reports

21. Analytical Reports

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1. Overview

A counsellor is a trained professional who can help people to resolve problems in a positive way by helping them to clarify issues and concerns, explore options, develop strategies, and increase self-awareness. As a counsellor, you can make use of the National Career Service (NCS) portal to provide counselling services to jobseekers and other portal users. The portal will also be equipped to provide psychometric and other similar tests which can help jobseekers to identify their area of interest and strength. The results of the test will be uploaded alongside the profile of the jobseeker. This will also enable counsellors like you, to do a skill gap analysis of your clients. In this manner counsellors will be able to assist jobseekers by providing appropriate career guidance depending upon the jobseeker’s specific needs and requirement.

To facilitate counselling and to make information available to portal users, that is, jobseekers, counsellors, and training institutes, career guidance related content is made available progressively for the National Classification of Occupations on the NCS portal itself. Such information will enable these stakeholders to do a job-skill mapping and use this information as per their requirement directly or indirectly. For example if you need counselling information for a client who is seeking a job as a plant operator, you can easily access this content and provide details of the type of skills required for that job to your client.

The NCS portal aims to develop a network of counsellors facilitating students and candidates to make informed choices about available career options and employment opportunities. Counsellors will utilise various methods such as skills assessment, aptitude testing, training analysis, group counselling, direct counselling etc., and deliver these services from the premises selected by them including offices, clinics, employment exchanges, career centres, job-fairs, etc.

The counsellor module covers the following functionality:

- Signup/Registration
- Access the Application
- Log into the NCS Portal
- View/Update Counsellor Profile
- My Services
- My Schedule
- Leave Plan
- View Appointment
- View Pending Approvals
- Search Jobs
- Jobs Applied
- Job Preference
- Feedback on Local Services
- Events
- Announcements
- Grievances
- Cases
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/](http://www.ncs.gov.in/). The Home page of the NCS portal displays.
2.2 Signup/Registration

As a counsellor, you need to register yourself on the NCS portal before you can avail the facilities provided by the portal. The **New User? Sign Up** button on the Login section of the portal’s Home page allows you to initiate the registration process. As per the registration process you get to create a password and generate a user name for all your future logins. Your login credentials also enable you to make use of other functionalities of the NCS portal.

**Login Section**

1. Click the **New User? Sign Up** button from the Login section. The **Register As** screen displays.

**Register As Screen**

2. Select the Counsellor option from the **Register As** drop-down list. This displays the **Registration** screen for a counsellor user.
3. Enter your first name
4. Enter the middle name
5. Enter the last name
6. Select the appropriate gender radio button
7. Select the Unique Identification type (PAN card, Aadhaar card or Others) from the drop-down list

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

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

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

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

9. Select your date of birth from the calendar
10. Enter guardian or father’s name
11. Select your highest education level from the drop-down list
12. Select a state from the drop-down list
13. Select a district from the drop-down list

    **Note:** The District drop-down list only displays after the name of a state is selected from the State drop-down list.

14. Enter your Email ID
15. Enter your ten digit mobile number
16. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ $ %) for example: “pass@word1”.
17. Retype the same password for confirmation
18. Choose your username from the drop down list (options include: Unique Identification (UID) Number, Email, and NCS ID) for logging into the NCS portal
19. Enter security code as shown in the displayed image
20. Check the I agree to the Terms & Conditions and NCS Guidelines for Counsellors check box.

    To read the terms and conditions document of the NCS portal, click the Terms & Conditions link and the NCS Guidelines for Counsellors link to access the NCS policy guideline document for counsellors.

21. Click the Submit button. After successful registration the Registration Status screen displays and a One Time Password (OTP) is send to your mobile number and also to your email ID (if mentioned during the registration).
Registration Status

User NCS ID is - E15A86-2230023617456

Verify Mobile via OTP

Please enter the OTP that is sent on your Mobile No:

Please enter verification code

Verify

If verification code not received Resend the code.

or Edit Mobile Number.

Verify Email via OTP

Please enter the OTP that is sent on your Email Id:

Please enter verification code

Verify

If verification code not received Resend the code.

or Edit Email ID.

Registration Status Screen

22. Enter the OTP verification code which you receive on your registered mobile number and then the OTP which you receive on your email ID (if mentioned during the registration) by clicking the respective Verify button.

Note: Whenever an email ID is added (during the registration process or later on) or is updated, the same needs to be verified by you.

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

23. Click the Submit button. Your registration is completed successfully and an email is sent to the administrator for registration approval or rejection.

Note: You can log into the NCS portal after your successful registration. However, candidates cannot search for you (counsellor) on the portal until you send a request for registration approval to the administrator and the same is approved by the administrator.
## Registration Verification

Your NCS ID - HID56-0033040108553

Click here to login

Please login into the Portal and update
1. Work Experience
2. Educational Details
3. Schedules

and then send your profile for approval by DGE&T.

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 counsellor.

**Note:** If you consecutively enter the wrong password for nine times your account will be blocked. In such a case the Forgot Password option is enabled that allows you to reset your password.

![Login Screen](image)

### Reset Password Notification

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

Your PAN verification can fail due to an incorrect PAN, Name, or Date of Birth (DOB).
However, PAN verification failure will not prevent you from accessing all the features that are available on the portal. Moreover, you can update or edit the required details and then again wait for verification to be successful with the newly updated details.

Counsellor Home Screen

2.4 Profile Status

The Profile Status displays on the Counsellor Home screen. This enables you to check the completeness of your profile before you can send it for approval. The status of the profile is displayed under the following four links:

- **a.** Education Completeness > completed when at least one education qualification is entered (click this link to go to the Education Details screen of the profile).
- **b.** Experience Completeness > completed when at least one work experience is entered (click this link to go to the Experience Details screen of the profile).
- **c.** Schedule Completeness > completed when at least one schedule is created (click this link to go to the Schedule screen).
- **d.** Document Completeness > completed when all the four mandatory documents (five documents in case you are a vocational guidance expert) are uploaded to the DigiLocker application (click Document Completeness link to expand this section).

Click here to know how DigiLocker application works.

You should upload all the four documents within this section namely: Post-graduation Degree or Certificate, Graduation Degree or Certificate, MOU, and Additional or Experience Certificate.
**Note:** Uploading the Diploma Certificate in Guidance and Counselling document is mandatory only if you are a VG (Vocational Guidance) expert.

<table>
<thead>
<tr>
<th>Profile Status</th>
<th>Education Completeness</th>
<th>Experience Completeness</th>
<th>Schedule Completeness</th>
<th>Document Completeness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Completeness</td>
<td>Post-graduation Degree or Certificate</td>
<td>Graduation Degree or Certificate</td>
<td>Diploma Certificate in Guidance and Counselling</td>
<td></td>
</tr>
<tr>
<td>MOU</td>
<td>DigiLocker Connect</td>
<td>DigiLocker Connect</td>
<td>DigiLocker Connect</td>
<td></td>
</tr>
<tr>
<td>Additional Certificate</td>
<td>DigiLocker Connect</td>
<td>DigiLocker Connect</td>
<td>DigiLocker Connect</td>
<td></td>
</tr>
</tbody>
</table>

### Document Completeness Section

Apart from the mandatory documents, you can use the **Upload Additional Experience Certificates** button to upload additional certifications (experience certificates). This displays the **Additional Certificates** section.

<table>
<thead>
<tr>
<th>Profile Status</th>
<th>Education Completeness</th>
<th>Experience Completeness</th>
<th>Schedule Completeness</th>
<th>Document Completeness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Completeness</td>
<td>Post-graduation Degree or Certificate</td>
<td>Graduation Degree or Certificate</td>
<td>Diploma Certificate in Guidance and Counselling</td>
<td></td>
</tr>
<tr>
<td>MOU</td>
<td>DigiLocker Connect</td>
<td>DigiLocker Connect</td>
<td>DigiLocker Connect</td>
<td></td>
</tr>
<tr>
<td>Additional Certificate</td>
<td>Digi Locker Connect</td>
<td>Digi Locker Connect</td>
<td>Digi Locker Connect</td>
<td></td>
</tr>
</tbody>
</table>

### Upload Additional Experience Certificate Section

However, uploading additional certificates is optional and it will in no way hinder your profile approval process.

**Note:** Once your profile is sent for approval, documents associated with the **Document Completeness** section uploaded to DigiLocker, are disabled for any modification. However, you can only download these documents for reviewing. Once your profile is approved, these documents are finalised as part of your approved NCS profile.

Remember incompleteness (X) of profile can be caused by any one of these profile statuses:
a. Education Completeness  
b. Experience Completeness  
c. Schedule Completeness  
d. Document Completeness

Note: Notifications is send to you, on your registered Email ID/Mobile number, so that you can update your profile, in case the Profile Status is incomplete.

<table>
<thead>
<tr>
<th>Profile Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
</tr>
</tbody>
</table>

**Incomplete Profile Status**

The Send for Approval button displays in the Profile Status section of the screen once all the profile statuses get green tick marks. Once you click the Send for Approval button, it is replaced by a message that says: “Pending for Approval”.

<table>
<thead>
<tr>
<th>Profile Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
</tr>
</tbody>
</table>

**Send for Approval Button**

2.5 Send Approval Request

1. Click the Send for Approval button. The Information pop-up displays.

**Information Pop-up**

2. Click the OK-Proceed button. The Send for Approval button is now replaced by the “Pending for approval” message.

<table>
<thead>
<tr>
<th>Profile Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
</tr>
</tbody>
</table>
3. Once registration of your profile is approved by the administrator, the “Pending for Approval” message changes into “Approved”.

<table>
<thead>
<tr>
<th>Profile Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Schedule Completeness</td>
<td>✓ Schedule Completeness</td>
</tr>
<tr>
<td>✓ Schedule Completeness</td>
<td>✓ Document Completeness</td>
</tr>
</tbody>
</table>

**Profile Registration Approved**

**2.6 View/Update Counsellor Profile**

This link allows you to view and update your profile.

1. Click the View/Update Profile link. The Experience screen displays. Here you can add details of your professional experience.
Experience Screen

2. Select the total years of experience from the drop-down list
3. Enter the days you would take to join the new job (notice period)
4. Enter the professional title for the current/last job
5. Enter the current/last salary
6. Select the current salary duration type from the drop-down list
7. Select the employer type of the current employer from the drop-down list
8. Check the **Currently Seeking a Job** check box, if you are looking for a job
9. Click the **Add More** button, to add experience details to the **Employment History** section
10. Enter the preferred location in the **Preferences** section

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

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

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

![Education & Training Screen](image)

**Education & Training Screen**

15. Select the highest education level from the drop-down list and then click the **Save** button.
16. Click the **Add More** button, to add your education details. The + **Add Education** pop-up displays.
17. Select an education level from the drop-down list
18. Select specialisation from the drop-down list
19. Enter name of the board or university
20. Enter name of the institute
21. Select entry date from the year and month drop-down lists
22. Select year of passing from the year and month drop-down lists
23. Select the medium of education from the drop-down list
24. Select the nature of course from the drop-down list
25. Enter grade/percentage/percentile value
26. Click the Save button, to save the entered details

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

Click here to know how DigiLocker application works.

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

28. Enter name of the certification
29. Select year of completing the certificate from the drop-down list
30. Enter name of the institution that issued the certificate
31. Enter duration (months) for the certification course
32. Enter additional details about the certification
33. Click the **Save** button, to save the entered details
34. Click the **Personal Info** tab. The **Personal Information** screen displays.
35. Select the appropriate gender radio button from the Personal Information section
36. Select your date of birth from the calendar
37. Enter Email ID (if not entered)
38. Click Verify Email link to get entered Email ID verified

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

39. Select your marital status from the drop-down list
40. Enter name of your spouse
41. Enter your guardian or father’s name
42. Enter your mother’s name
43. Select religion from the drop-down list
44. Select category from the drop-down list

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

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

45. Upload Your CV to DigiLocker

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

46. Click the **Edit** link, if you want to change the Know your unique identification details
   i. Click the **Add More** button, if you wish to add a new identification detail. The **+ Unique Identification** pop-up displays.

   ![+ Unique Identification Pop-up](#)

   ii. Select the Unique Identification number from the drop-down list
   iii. Enter Unique Identification number
   iv. Click the **Save** button

47. Check the **Verify AADHAAR** check box, if you wish to verify your AADHAAR number
Note: You can mention details of different identification documents here and even upload the digital copies of those documents to the DigiLocker application.

Click here to know how DigiLocker application works.

48. Select the Yes radio button, if you are differently abled, otherwise select No in the Physical Attributes section
49. Select type of disability from the drop-down list
50. Select working capacity from the drop-down list
51. Select if you have full or partial disability
52. Select disability percentage from the drop-down list
53. Select the Yes radio button, if you have a certificate otherwise select No

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

54. Enter the certificate number
55. Enter the name of the authority that issued the certificate
56. Select the date when the certificate was issued
57. Upload your disability certificate to the DigiLocker application.

Click here to know how DigiLocker application works.

58. Select the employment status from the drop-down list in the Miscellaneous section
59. Select the primary language from the drop-down list
60. Check the Retired from Govt. Services check box, if you have retired from government service
61. Check the Ex-Serviceman check box, if you are an ex-serviceman
62. Click the Save button, to save the entered details
63. Click the Communication tab. The Communication screen displays.
64. Enter the address
65. Select a state from the drop-down list
66. Select a district from the drop-down list
67. Select a sub-district, taluka, or tehsil from the drop-down list
68. Select the name of city or village from the drop-down list
69. Enter the pin code
70. Enter the landline number with area code
71. Check **Same as above** check box if your permanent and current address are same
72. Click the **Save** button, to save the entered details
73. Click the **My References** tab to add reference details. The **References** screen displays.
References Screen

74. Enter name of your reference
75. Enter Email ID of the reference
76. Enter designation of the referred person
77. Enter name of the organisation where the reference works
78. Enter the ten digit mobile number of the reference
79. Click the Save button, to save the entered details

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

Sign Out Option

3. My Services
This link allows you to view counselling services and also to add service for creating a schedule.

3.1 Add Services
1. Click the My Services link from the left panel. This displays the My Services screen.
2. Check the appropriate service(s) check box to create a schedule
3. Click the Update button. These added service(s) will display in your schedule.

**Note:** Services which already have configured schedules cannot be unchecked.

### 4. Schedule

You can schedule your counselling sessions from this screen. It allows you to add new, edit, and delete existing schedules.

#### 4.1 Add Schedule

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

### Schedules Screen

2. Click the **Add New Schedule** button. The **Add New Schedule** pop-up displays.
3. Check the appropriate service(s) check box
4. Enter a title to make the schedule identifiable
5. Select the date from the calendar when the schedule becomes valid (start date)
6. Select the date from the calendar when the schedule expires (end date)
7. Check the week days when the schedule is active and then select the start and end time for those days
8. Select the appropriate location radio button

**Location Options**

*Note: If you select the Career Centres option then selects location of the career centre from the drop-down list where counselling would take place. However, if the Location option is selected, you can either choose a predefined location for counselling from the drop-down list. Alternatively, you can add a new custom location by selecting the **Add New Location** option*
and by entering details for the new location (custom location name, address, city, and pin code).

9. Enter the number of seats
10. Enter the course fee per session
11. Click the Save button to create a schedule

4.2 Edit Existing Schedule
1. Click the My Schedule link from the left panel. The My Schedule screen displays.

My Schedule Screen

2. Click the Action button corresponding to a schedule title and then select the Edit option. This displays the Edit Schedule pop-up.
3. Edit the schedule expiry date using the calendar

   **Note:** You can only change the schedule expiry date on this pop-up.

4. Click the **Save Changes** button to update changes you make

   Click the **Delete** option from the **Action** button to remove the schedule.

   Click the **Close** option from the **Action** button to close the schedule.

5. **Leave Plan**

   This link allows you (counsellor) to mark your leaves on the NCS portal. The leave plan thus created is used to cancel appointments and notify the users who have booked appointments for counselling during the said leave period.

5.1 **Mark Leaves**

   1. Click the **Leave Plan** link from the left panel. The **Leave Plan** screen displays.
Leave Plan Screen

2. Select the start and end date for your leave from the calendars
3. Enter the reason for your leave
4. Click the Save button

Note: Once you mark your leave, any booked appointments that fall within your leave period are cancelled. Also, an email notification is sent to those jobseekers whose appointment with you is cancelled.

6. View Appointments

This link allows you to view appointment requests that have been sent by jobseekers for attending your scheduled counselling sessions.

6.1 View Request
1. Click the View Appointments link from the left panel. The View Appointments screen displays.
2. Select the date of appointment from the calendar
3. Click the Get Schedules button
4. Select the required appointment from the displayed list
5. Click the Search button to view the list of requested appointments
   
   Click the Action button for an appointment and then select the Cancel option to delete that particular appointment.

### View Appointments Screen

### Appointments Search Results

#### 6.2 View\Cancel Appointments

It allows you as a counsellor, to view your appointments and even cancel them if required.

1. Click the View Appointment link from the left panel. The View Appointments screen displays.
2. Select the date of the appointment from the calendar
3. Click the Get Schedules button
4. Select the required appointment from the displayed list
5. Click the Search button. This displays the candidate details screen.

6. Click the Action button of a selected appointment
7. Click the Cancel option to cancel the said appointment
8. The **Reason for Cancelling Appointment** pop-up displays
9. Enter reason for cancelling the appointment
10. Click the **Submit** button

### 7. View Pending Approvals

This link allows you to view pending approvals. You can either approve or reject received appointment requests.

#### 7.1 View Request

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

2. Click the **Action** button for a particular appointment request.
3. Select the required option as follows:
   a. Approve appointment
      i. Select the **Approve** option, the following pop-up displays
         ![Appointment Approval/Rejection Pop-up](image)
         - Enter the reason for approval
         - Click the **Approve** button
   b. Reject appointment
      i. Select the **Reject** option, the following pop-up displays
         ![Appointment Approval/Rejection Pop-up](image)
         - Enter the reason for rejection
         - Click the **Submit** button

8. Search Jobs

8.1 Search Jobs Link
This link allows you to search for jobs based on your specific requirements.

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

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

2. Enter the required job criteria in the search fields. Use the **Advanced Search** link to expand the search panel (optional).
3. A job can be searched for any specific location(s) as well as across India as required
4. Click the **Search** button to view search results in the Jobs section of the screen.
Job Search Results

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

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

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

Now, the NCS portal evaluates your eligibility for the said job posting on the following parameters: **Education, Skill, Location, and Experience.** If, your current profile meets all of these parameters, your job application goes through.
However, if your profile does not match with the said job eligibility parameters, the portal displays the following Disclaimer pop-up.

**Disclaimer Pop-up**

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

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

In this situation, you have the following three options:

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

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

**8.2 Vacancies by Category**

The Find Job Vacancies by section of the portal Home page allows the user to find jobs available in specific job categories. Vacancies are categorised on the basis of States and Union Territories, Sectors (Construction, Education, Finance, etc.) and Others (this includes Government jobs, private jobs, and also jobs that are specific to ex-servicemen, differently able persons, and women). This feature enables the user to search for particular job openings that match their requirement.

1. Access the Home page and review the **Find Job Vacancies by** section.
Find Job Vacancies by Section

2. Click the required job category from the **Find Job Vacancies by** section on the Home page. For example, here the **Others** category is selected and displays related sub-categories.

![Find Job Vacancies by Section](image)

Job Categories

3. Click the required sub-category. For example, here the **Jobs for Differently Abled** sub-category is selected.

![Job Categories](image)

Job Sub-categories

4. The **Search Job** screen displays, listing the job vacancies from the selected job sub-category.

![Job Sub-categories](image)
5. Click the Read more… link of a job, to view its details.
6. Click the Apply link of a job, to apply for it.

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

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

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

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

In this situation, you have the following three options:

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

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

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

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

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

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

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

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

A. In case, the Age Preference is selected: the content will display the full context either Minimum and Maximum options are selected together or any one of these options is selected. For example:

  i. If both Minimum and Maximum options are selected, message will be:
Age Preference: Age between 16-20 Years as on 1-Feb-2017

ii. If only the Minimum age option is selected, message will be:
    Age Preference: More than or equal to 16 Years as on 1-Feb-2017

iii. If only the Maximum age option is selected, message will be:
    Age Preference: Less than or equal to 20 Years as on 1-Feb-2017

B. In case DOB Preference is selected (Date of Birth Preference 21/12/2000-21/12/1996): the content will display the full context either Minimum or Maximum DOB options are selected together or any one of these options is selected. For example:

   i. If both Minimum and Maximum options are selected, message will be:
       DOB Preference: DOB between 21/12/2000 and 21/12/1996

   ii. If only the Minimum DOB option is selected, message will be:
       DOB Preference: More than or equal to 21/12/1996

   iii. If only the Maximum DOB option is selected, message will be:
       DOB Preference: Less than or equal 21/12/1996

Contact Details Section

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

8.4 Jobs by Partners

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

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

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

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

When you click the Apply button of a job posted by a partner, you are navigated to that particular partner’s website where you can complete the remaining job application process.
9. Jobs Applied

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

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

   Jobs Applied Screen
   
   Click the Job Title link to view details of the applied job.
   
   Click the Company link to view details of the company.
10. Job Recommendations

This link allows you to view recommended jobs as per your saved job preferences.

If job preferences are not saved in your profile then the system displays the following message on the screen “Please update your Job Preferences to get job recommendations. Click here to update Job Preferences.”

Once you update your job preferences, the system show recommended jobs on the Job Recommendations screen.

Recommended Jobs
11. Feedback on Local Services

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

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

![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 the feedback options
5. Click the appropriate radio button
6. Click the Submit button
12. Job Fairs and Events

This document describes how a jobseeker can search for upcoming online job fairs and events, on the NCS portal and then register to participate in them.

12.1 Search Job Fair/Event

1. Log into the NCS portal and then click the Job Fair/Event link from the left panel. The Job Fair/Event screen displays, that has a separate tab each for Job Fairs and Events.

2. The Job Fair/Event screen allows you to search for job fairs and events using the available search filters (State, District, and Industry).

3. The Job Fair/Event screen also enables you to narrow down your search for job fairs and events on the basis of their availability (Past, Ongoing, and Upcoming). This can be done by selecting the relevant check box.

12.2 Search for Job Fairs

Follow these steps to search for job fairs:

1. Ensure that the Job Fairs tab is selected on the Job Fair/Event screen.
2. Define search filter criteria (State, District, and Industry).
   **Note:** The District and Industry filters allow you to make multiple selections.


4. Click the Search button.

5. The results display in List and Month formats:
   a. **In List Format**
      i. Results of job fairs that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).

   ![Job Fair Result List](image)

   **Job Fair Result List**

   ii. To view the details of a particular job fair you can either click the title of the job fair in the list or click the Click here for details link for that job fair listing.
### Job Fair Title and Click here for details Link

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

### Job Fair Details Pop-up

<table>
<thead>
<tr>
<th>Job Fair ID:</th>
<th>CMF-01692-V8D6V2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Fair Name:</td>
<td>Online Test Job Fair on NCS Portal from 26th Jul’20 to 8th Aug’20</td>
</tr>
<tr>
<td>Organised By:</td>
<td>Career center, Chandigarh, Chandigarh</td>
</tr>
<tr>
<td>Job Fair Venue:</td>
<td>In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to receive interview calls.</td>
</tr>
<tr>
<td>Employer Participation Date/Time:</td>
<td>23rd Jul 2020 12:00 AM to 24th Jul 2020 11:59 PM</td>
</tr>
<tr>
<td>Job Seeker Participation Date/Time:</td>
<td>28th Jul 2020 12:00 AM to 8th Aug 2020 11:59 PM</td>
</tr>
</tbody>
</table>

b. **In Month Format**  
   i. To view your search results in calendar format, click the Month button. The calendar that appears, displays job fair search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.
ii. To view the details of a particular job fair click the title of that job fair on the calendar.
iii. The details of the selected job fair display on a pop-up.

![Job Fair Details Pop-up](image)

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

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

Follow these steps to participate in a particular job fair:

1. Ensure that the pop-up displaying details of the job fair you want to participate in is open.
Next, click the **Proceed** button. The **Job Fair Pre-registration** screen displays.

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

**Job Fair Pre-Registration Screen**

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

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

4. Click the **Next** button to open the **More About Yourself** section. This particular section displays specific data (**Academic Qualification** and **Work Experience**) as per your existing profile on the NCS portal. Click the **+Add More** button to add information pertaining to your academic qualification and professional experience (if required).
5. Click the **Next** button to display the third section, that is, the **Job Fair Details** section. This section displays information about the job fair you would be participating in. You can participate in the Job Fair anytime between the given Jobseeker Participation Start Date/Time and End Date/Time.

![Job Fair Pre-Registration Screen: More About Yourself Section](image)

6. Apart from job fair details this section also displays the number of employers who have registered themselves for the said job fair along with the jobs they are offering during the said fair.

7. To participate in the Job Fair, you need to apply to Jobs. For this purpose, review the participating employers and the jobs posted by them. Select the job(s) you are interested in. The job(s) you select get listed under the **Applied Jobs in Job Fair** label.

![Job Fair Pre-Registration Screen: Job Fair Details Section](image)
8. To add job to **Applied Jobs list**, click on the employer name and then click on the + icon against the job you are interested in.

9. **Selected job will get added to the list of Applied Jobs in Job Fair.**
10. To delete the added job from **Applied Jobs in Job Fair** list, select the job that you want to delete and click on the ‘x’ button below this section.

11. Selected Job will get deleted from the **Applied Jobs in Job Fair** list and it can be added again by clicking on ‘+’ button.
12. Click on the **Submit Participation** button to participate in the selected job fair.

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

13. After submitting participation in a said job fair, a Jobseeker can update i.e. add or delete jobs etc., in the said Job fair by clicking on Update button.
Note: You can only apply for a limited number of jobs in a particular job fair. The number of jobs you can apply to in a job fair is controlled by the job fair manager. You can also withdraw from the jobs you have already applied.

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

12.5 Search for Events
Follow these steps to search for events:

1. Ensure that the Events tab is selected on the Job Fair/Event screen.

2. Define search filter criteria (State, District, and Industry).
   Note: The District and Industry filters allow you to make multiple selections.


4. Click the Search button.

5. The results display in List and Month formats:
a. **In List Format**

i. Results of events that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday (May 1, 2020)</td>
<td>12:00am - 12:00am Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20</td>
</tr>
<tr>
<td>Saturday (May 2, 2020)</td>
<td>All Day Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20</td>
</tr>
<tr>
<td>Sunday (May 3, 2020)</td>
<td>All Day Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20</td>
</tr>
<tr>
<td>Monday (May 4, 2020)</td>
<td>All Day Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20</td>
</tr>
<tr>
<td>Tuesday (May 5, 2020)</td>
<td>All Day Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20</td>
</tr>
<tr>
<td>Wednesday (May 6, 2020)</td>
<td>All Day Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20</td>
</tr>
<tr>
<td>Thursday (May 7, 2020)</td>
<td>All Day Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20</td>
</tr>
<tr>
<td>Friday (May 8, 2020)</td>
<td>All Day Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20</td>
</tr>
</tbody>
</table>

**Event Result List**

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

**Event Title and Click here for details Link**

iii. The details of the selected event display on a pop-up.
## Event Details Pop-up

**Event ID:** EVT-710

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

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

**Registration Date/Time:** 10th Apr 2020 1:04 PM to 30th Apr 2020 12:00 AM

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

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

**Event Description:** MOC, National Institute for Career Service (NICS), is organising ONLINE Employability Training Program in association with Tata Consultancy Services. For more details please follow the link: https://www.ncs.gov.in/Documents/Online_Employability_Training_ TCS_A_06112020.pdf.

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

![Event Result Calendar](image)

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

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

**Event Details Pop-up**

12.6 Participate in an Event

Follow these steps to participate in a particular event:

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

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

13. **Announcements**

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

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

14. **Grievance/Feedback**

This link allows you, as a counsellor, to post any feedback, grievance, query, or request regarding the NCS portal.
Grievance/Feedback Link

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

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

Cases 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.
16. Change Password

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

1. Click the Change Password link from the left panel. The Change Password screen displays.

2. Enter old password

3. Enter a new password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ $ %) for example: “pass@word1”.

4. Retype the same password for confirmation

5. Enter security code as shown in the displayed image

6. Click the Change Password button to update the password
17. Change Username

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

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

2. Enter new Username
3. Click “Check User ID” button to check whether this User ID is available or not to use
4. Enter security code as shown in the displayed image
5. Click Generate OTP button
6. An OTP will be generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Your Username will be changed
18. Forgot Username

This particular feature enables the user to retrieve their Username in case they forget it and are thereby unable to log into the NCS portal.

1. Click Forgot Username from the NCS Home page. This displays the Forgot Username page
2. Select the Counsellor option from the I am drop-down list
3. Next, enter details in the following fields: First Name, Guardian/Father’s Name (if you remember the same, this is non-mandatory), Date of Birth, Mobile Number, and the security code that displays
4. Click the Generate OTP button
5. An OTP is generated and will be sent to your registered mobile number
6. Enter the OTP you receive
7. Click the Submit button
8. The system will retrieve your Username and displays it
19. Preferences

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

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

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

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

3. Check the Share Details with partner check box, if you want the NCS portal to share your details with partner (third-party) websites when you apply on jobs posted by partners.

4. Check the Share DigiLocker documents with employers check box. Here on, the NCS portal will make your DigiLocker documents available to employers whose job posts you apply to on the NCS portal.

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

6. Click the Save button, to save the entered details.
20. 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.

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.
21. 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.
22. 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.

   ![Establishment Reports Screen](image)

   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.
23. 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.

24. 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.

   ![](image)

   **Policy Documents Screen**

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

25. **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.

   ![](image)

   **Redirection Notification**

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.
26. 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]

   **Redirection Notification**

   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).

27. 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.

28. 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.
29. About DigiLocker

DigiLocker is a service that enables you to store documents (certificates, mark sheets, identification documents, etc.) online, and in digital format. The benefit of this service is that you can retrieve these documents from DigiLocker anytime and anywhere without the need to carry paper documents around.

29.1 DigiLocker for NCS Portal Users

The NCS portal is now integrated with the DigiLocker service allowing you to upload and download your documents from within the NCS portal.

However, if you are a registered NCS portal user but do not have an existing DigiLocker account, then you can create a DigiLocker account for yourself. [Click here](#) to know more.

As a registered NCS portal user, you can access your DigiLocker account from the portal itself, if you already have a DigiLocker account. [Click here](#) to know more.

29.2 Create a DigiLocker Account

Follow these steps to get yourself registered with DigiLocker if you do not have a DigiLocker account as of now:

1. Click the **DigiLocker connect** link. The NCS portal navigates you to the DigiLocker site displaying this screen.
The NCS portal tab on the web browser is now replaced with the DigiLocker site.

2. Click the **Sign Up now** link. This displays the following screen:
3. Enter your mobile number and then click the **Continue** button. The following screen displays:
4. Next, enter the OTP you receive on your mobile number in the **Enter OTP** field and then click the **Verify** button. The following screen displays after clicking the **Verify** button:

**Note:** Ensure you enter the OTP in the field before the timer, displayed under the **Verify** button, runs out of time.
5. Enter your username and password in the said fields and then click the **Signup** button. The following screen displays:
6. Click the **Continue here >>** link displayed at the bottom of the screen. The following screen displays:

**National Career Service**
(Ministry of Labour and Employment)

National Career Service (Ministry of Labour and Employment) would like to access your DigiLocker to:

- Get the list of issued documents.
- Download the issued documents.
- Get the list of uploaded documents and folders.
- Download the uploaded documents.
- Upload documents to your DigiLocker.
- Pull documents into your DigiLocker from issuers.
- Get your profile information (Name, Date of Birth, Gender).
- Get your eAadhaar data.

By clicking Allow, you provide your consent to allow this application to access your DigiLocker.

**Consent for Accessing DigiLocker**
7. Read the message displayed on the screen and then click the **Allow** button. You are navigated back to the NCS portal.

**Note:** By clicking the **Allow** button, you are allowing the NCS portal to access your DigiLocker account and the documents stored there.

As you are now registered with DigiLocker the **DigiLocker connect** link label is changed to **Upload**. This indicates that your NCS and DigiLocker accounts are now connected. You can now upload your documents to DigiLocker application directly from the NCS portal.

### 29.3 Access Your DigiLocker Account

If you already have a DigiLocker account, you can easily access this online service from the NCS portal as well.

Follow these steps to access your Digi Locker account from the NCS portal:

1. Click the **DigiLocker connect** link. The NCS portal navigates you to the DigiLocker site displaying this screen.
The NCS portal tab on the web browser is now replaced with the DigiLocker site.

2. Enter your login credentials in the **Username** and **Password** fields and then click the **Sign In** button. This displays the following screen:

**National Career Service**
(Ministry of Labour and Employment)

National Career Service (Ministry of Labour and Employment) would like to access your DigiLocker to:

- Get the list of issued documents.
- Download the issued documents.
- Get the list of uploaded documents and folders.
- Download the uploaded documents.
- Upload documents to your DigiLocker.
- Pull documents into your DigiLocker from issuers.
- Get your profile information (Name, Date of Birth, Gender).
- Get your eAadhaar data.

By clicking Allow, you provide your consent to allow this application to access your DigiLocker.

**Consent for Accessing DigiLocker**
3. Read the message displayed on the screen and then click the **Allow** button. You are navigated back to the NCS portal.

**Note:** By clicking the **Allow** button, you are allowing the NCS portal to access your DigiLocker account and the documents stored there.

All the **DigiLocker connect** link labels are now changed to **Upload**. This indicates that your NCS and DigiLocker accounts are now connected. You can now upload your documents to DigiLocker application directly from the NCS portal.

### 29.4 Adding Documents to DigiLocker

As a registered DigiLocker user, you can upload your documents (certificates, mark sheets, identification documents, etc.) to this online service from the NCS portal.

There are two ways to add documents to the DigiLocker: upload documents and pull issued documents from various issuing agencies.

#### 29.4.1 Upload Documents

Follow these steps to upload your documents to DigiLocker:

1. Click the **Upload** link. The **Add Document to DigiLocker** pop-up displays. There are two tabs on the pop-up, ensure that the **Upload Document tab** is selected.

#### Upload Document Tab

**Note:** The feature (**Pull Issued Document tab**) on the **Add Document to DigiLocker** pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else, wherever an issue document is not required the **Add Document to DigiLocker** pop-up will just display the **Upload Document tab**.
2. Click the **Choose File** button and locate the file, on the computer, you want to upload.

3. Click the **Upload** button. The **Upload Document tab** displays a success message as displayed here:

   ![Upload Successful Message]

   **Upload Successful Message**
   
   **Note:** The **Upload Document tab** displays an error message if the NCS portal is unable to upload your document to DigiLocker. Read the error message carefully and upload the document again after taking corrective action as required.

4. Click the **Close** button.
Update Download Delete Links

All the Upload link labels are now changed to Update | Download | Delete. This indicates that your document is now added to the DigiLocker and you can now either update the said document, download or delete the same.

29.4.2 Pull Issued Documents

Documents such as caste certificate, PAN, driving license, educational mark sheets, disability certificate that are issued by respective government bodies and agencies (issuers), can be pulled into the NCS portal from the DigiLocker.

The NCS portal only displays list of issuers who have made documents and certificates available digitally on DigiLocker.

Follow these steps to pull your issued documents from DigiLocker:

1. Click the Upload link. The Add Document to DigiLocker pop-up displays. There are two tabs on the pop-up, ensure that the Pull Issued Document tab is selected.

Pull Issued Document Tab

Note: The feature (Pull Issued Document tab on the Add Document to DigiLocker pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else wherever an issue document is not required the Add Document to DigiLocker pop-up will just display the Upload Document tab.

2. Select the name of the required issuer from the Issuer Name drop-down list.
Note: The lists of displayed names of the issuers is contextual to the field related to which, you want to pull a document from DigiLocker. For example, for pulling a driving license, the Issuer Name drop-down will list names of all issuers (driving license authorities), who have made driving license available digitally on DigiLocker.

3. Next, select the required document or certificate from the Document/Certificate drop-down list.
4. Enter details on the field(s) that display.

**Note:** The field(s) that display can vary depending on the type of issuer document that is going to be pulled from DigiLocker. For example, fields that appear on this tab, for pulling a driving license may vary for pulling a disability certificate.

![Add Document to DigiLocker](image1)

**Enter Details**

5. Click the **Fetch Document** button. The **Pull Issued Document tab** displays a success message as displayed here:

![Add Document to DigiLocker](image2)

**Fetch Document Successful Message**
Note: The Pull Issued Document tab displays an error message if the NCS portal is unable to pull your issued document from DigiLocker. Read the error message carefully and pull the document again after taking corrective action as required.

6. Click the Close button.

Update Download Delete Links

All the Upload link labels are now changed to Update | Download | Delete. This indicates that your document is now added to the DigiLocker and you can now either update the said document, download or delete the same.

29.5 Updating Existing Documents on DigiLocker

You might want to update documents that you have are already uploaded to DigiLocker. Updating allows you to upload and replace (update) the older version of your document with the latest version of that particular document on DigiLocker.

Follow these steps to update your existing documents on DigiLocker:

1. Click the Update link. The Add Document to DigiLocker pop-up displays. There are two tabs on the pop-up, ensure that the Upload Document tab is selected.

   ![Add Document to Digi Locker](Image)

   **Upload Document Tab**

   Note: The feature (Pull Issued Document tab on the Add Document to DigiLocker pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else, wherever an issue document is not required the Add Document to DigiLocker pop-up will just display the Upload Document tab.
2. Click the **Choose File** button and locate the file, on the computer, you want to upload.

3. Click the **Upload** button. The **Upload Document** tab displays a success message as displayed here:

   ![Upload Successful Message](image)

   **Upload Successful Message**

   **Note:** The **Upload Document** tab displays an error message if the NCS portal is unable to upload your document to DigiLocker. Read the error message carefully and upload the document again after taking corrective action as required.

4. Click the **Close** button.
The previously uploaded document to DigiLocker is now replaced with the new document; you just uploaded using the Update link.

29.6 Downloading Documents from DigiLocker
Follow these steps to download your documents from DigiLocker:

1. Click the Download link of the required document. The said document is downloaded to your computer.

2. Access the downloaded document to view it.

29.7 Disconnecting from DigiLocker
Disassociating your NCS portal account from your DigiLocker account is only possible if the NCS Admin has approved your NCS account or before you have send your profile for approval. Post approval you can disconnect your accounts (NCS and DigiLocker) from each other. Once disconnection happens, you will not be able to access documents already uploaded to DigiLocker from the NCS portal.

1. Access the Preferences screen.

![Preferences Screen]

2. Click the Click here link. The Confirm pop-up displays.

![Confirm Pop-up]

3. Click the Ok button.

Your accounts are now disconnected. This means you can no longer access documents uploaded to DigiLocker from the NCS portal.
Note: To re-establish connection between your NCS and DigiLocker accounts, once again, click any DigiLocker connect link and go through the suggested procedure as before. Next, upload all the required documents to DigiLocker from the NCS portal.

29.8 Sharing Documents with Employers
NCS portal can share documents you upload on DigiLocker with prospective employees. You need to provide your approval to do so on the Preferences screen.

1. Access the Preferences screen.

![Preferences Screen]

2. Next, check the Share DigiLocker document with employer(s) check box. Here on, the NCS portal will make your DigiLocker documents available to employers whose job posts you apply to on the NCS portal.