



# Employer Handbook

National Career Service Portal

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

## Employer

An employer is an individual or an organization that hires someone to perform specific duties and assignments for its benefit. Any private company/organization, Public Sector Unit, autonomous bodies with a valid Organization's PAN or Proprietor's PAN can register as an employer on the NCS Portal.

NCS portal helps an employer to search for jobseeker matching their requirements and hire them.

### 1. Registration

Any Employer can register itself on NCS Portal by following the below mentioned steps:

- Visit **www.ncs.gov.in**, The Home Page will be displayed
- Click on **New User? Sign Up** button on right side of the Home Page.
- Select the Employer option from the "**Register As**" drop-down. This displays the employer user registration screen.
- Fill the complete Registration Form along with **Organization/ Proprietor PAN** and click on the "Submit" Button. Ensure the Organization Name and Date of Incorporation are same as in Form 26A of PAN application
- After successful registration, an OTP will be sent to the registered mobile number. Use the same **OTP for successful verification**
- After entering the OTP, Click on **Submit** button and the account will be created successfully.

### 2. Post New Job & Search Candidates

Employer can post a new job & search candidates under his user account on the NCS portal once his PAN is verified.

- Employer can post job by clicking on the **Post New Job** link on the Left Panel of the Employer Dashboard.
- The job details can also be saved as draft if employer wishes to save current job in draft mode.
- Employer can post a job in two ways on the NCS Portal and it is associated with two radio buttons i.e.
  - (i) Using **NCS for seeking applications**, shortlisting etc.  
The employer can recruit jobseekers directly from the NCS Portal using this option
  - (ii) Using **employer's on our recruitment portal/channel**  
The employer will be using his own recruitment portal or channel.  
He can provide the URL of job advertisement on NCS portal using which the jobseeker would be redirected to the employer's portal and further registration to the vacancy would happen directly at the employer's portal
- Employer can view the list of eligible candidates and the candidates who have applied for each of their posted job by using the **Jobs and Responses** page in the left panel of the employer dashboard.
- Every posted job ID on the Jobs and Responses has an **Action Button** which can be used to **search candidates**, any additional parameters can also be used as part of search candidates to customize the search result

- Four Tabs would be available after search candidate page for each of the **Published Job**.
  - (i) Candidates who have applied
  - (ii) Other eligible candidates
  - (iii) Shortlisted Candidates
  - (iv) Scheduled Interviews
- Employer type user can also search for candidates from a specific state or district and from a particular education institution by using “**Refine your Search**” filters

### 3. Shortlist Candidates

- Employer can **view the candidates profile** from first two tabs i.e. *Candidates who have applied* and *Other eligible candidates* and shortlist them as per their requirement
- Once shortlisted candidates **contact details would be visible** to the employer and the employer can reach out to the candidate directly
- Each of the shortlisted candidate can be sent an **Interview Request** by clicking on the *Action Button* on the *Shortlisted Profiles* Tab

### 4. Schedule Interviews

- The *Scheduled Interviews* tab associated with the Jobs and Responses feature allows an employer to view all candidate profiles they have been scheduled for interview against a particular job.
- Once the **jobseeker Accepts/Rejects the Interview invite** the same is visible to the employer in the *Scheduled Interviews* Tab

### 5. Close Job – Notify Recruitment

- Employer needs to close the job posting once that posting expired/filled
- Employers can close job in the Jobs and Responses Page by selecting the **Close Job** option from the Action button of each posted job
- On every job closure employer earns **20 points** which would improve its overall ranking and assist him feature as Top Employers on NCS

### 6. Add Sub – Users

- This functionality allows the Employer to add roles of admin and member in the Employer User Account of the NCS Portal
- Employer can click on the **User Management** from the left panel of the User Account and add multiple users in the same. This can be used for organizations to divide roles branch wise or usage wise.

### 7. Job Fairs & Events

- Job Fairs & Events are conducted on periodic basis where employers and jobseekers come together for the purpose of recruitment
- Employer can view, register and participate for the upcoming job fairs and events by selecting the **Job Fairs and Events** Tab in the left panel of the Employer dashboard.

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