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1. Overview

An employer is a person who runs a private or a government business. The NCS portal helps an employer to search for jobseeker matching their requirements and hire them. To do so the employer has to register himself on the portal. Step by step instructions to perform different actions along with its purpose is explained in the sections ahead.

The employer left navigation menu covers the following functionality:

- Employer Home
- View/Update NCS Profile
- Post New Job
- Post International Job
- Search Jobseeker
- Jobs Posted and Responses
- Expired Jobs
- Scheduled Interviews
- Add/Manage Sub Users
- Grievances / Feedback
- Announcements
- Templates
- Organisation Preferences
- Job Fair and Events
- Share Feedback
2. Getting Started

2.1 Access the application

To access the National Career Service portal (NCS Portal), open URL https://www.ncs.gov.in. The Home page will be displayed.

![NCS Portal Home Page](image)

2.2 Signup/Registration

The Employer needs to register on the NCS portal. **Register** button allows you to initiate the registration process. The registration process allows you to create a password and generate a user name for future logins to use the other functionalities. Alternatively, you can navigate to **Login** page and initiate the registration.
1. Click on **New User? Sign Up** button from login page. The registration screen displays.

![Register As Screen](https://via.placeholder.com/150)

**Register As Screen**

2. Select the Employer option from the Register As drop-down. This displays the 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 organisation’s description
10. Enter registered address
11. Select state from the drop-down
12. Select district from the drop-down
13. Select Sub District/Taluka/Tehsil from the drop-down
14. Enter city/village
15. Enter pin code
16. Enter Landline number with area code
17. Enter mobile number
18. Enter the company’s email id
19. Enter the company’s official website
20. Organisation PAN or Proprietor’s PAN (only if the Private Sector Organisation type is a Proprietorship)
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
28. Enter mobile number of the contact
29. Enter contact’s person’s email id
30. Enter designation of contact person
31. Enter User ID and the click on Check User ID button for availability
32. 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
33. Retype the same password for confirmation
34. Enter security code as shown in image
35. Click “I Agree to Terms and Condition” check box. To read NCS Portal terms and condition document, click “Click Here” link.
36. Click on Submit button. After successful registration the registration status screen displays and OTP will be sent to provided mobile number and also to your email ID (email ID
37. Enter the OTP verification code which you receive on registered mobile number and then the OTP which you receive on your email ID (mentioned in the User Details section of the registration form) by clicking the respective Verify button.

**Note:** Whenever the user’s email ID is updated, the same needs to be verified.

**Note:** Click on Resend link, if you do not receive the OTP.

38. After entering the OTP, Click on Submit button. Your account will be created successfully.

**Note:** Employer can login and view/update their profile but cannot use the other functionality until their PAN number is verified.
2.3 Login into the NCS Portal

1. Enter login ID
2. Enter password
3. Click on **Sign In** button. This displays the Employer home screen.

**Note:** If you consecutively enter the wrong password. In such a case the **Forgot Password** option is enabled that allows you to reset your password.

![Incorrect Password Notification]

After login, the Employer will navigate to the Employer home page where they can only access View/Update Profile option, until and unless the Organisation PAN (if the user is not a proprietorship user) or the Personal PAN (if the user is a proprietorship user) identification is verified. Once, verification is successful the Employer can access all the tabs displayed on the left navigation panel.

If the user’s Organisation PAN or the Personal PAN verification fails then the portal displays a message mentioning the reason for failure and sets the PAN Verification status as “Failed”.

The PAN verification can fail due to the following reasons:

- For a proprietorship user registration (where the **Organisation Category** is “Private Sector” and the **Organisation Type** is “Proprietorship”):
  - the reason for failure of Personal PAN verification could be an incorrect: Proprietor’s PAN, Proprietor’s Name, or Proprietor’s Date of Birth (DOB)
• For other than proprietorship user registration (where the **Organisation Category** is “Private Sector” and the **Organisation Type** is “Company”, “NGO”, “Partnership”, or “Others” or else the **Organisation Category** is “Public Sector” and the **Organisation Type** is “Central PSU”, “State PSU”, “Local Bodies”, or “Others”):
  o the reason for failure of Organisation PAN verification could be an incorrect: Organisation PAN, Organisation Name, or Organisation’s Year of Incorporation)

However, if the Organisation PAN or the Personal PAN verification fails, the user can update or edit the required details and then again wait for verification to be successful with the newly updated details.

After this verification is successful, all the features on the left navigational panel become available for use.

### 2.4 View/Update NCS Profile

This link allow employer to view and update profile.

1. Click on **View/Update NCS Profile** link from left panel. This displays the employer profile screen.
2. Edit the desired details.
3. Click on **Update** button to save the changes.
4. Cancel button will take user to Employer screen.

2.5 Logout of the application

At any point user can logout by using the **Sign Out** option.

3. Post New Job

This link allows you to post a new job on the NCS portal as an employer.

3.1 Post a New Job

1. Click the **Post New Job** link from the left panel. This displays the **Post New Job** screen.
2. Enter Job Reference Id  
3. Enter Job Title  
4. Select Functional Area  
5. Select Functional Role  
6. Enter job description – While posting a job, keywords for the job will be picked from the entered Job Description and will appear under the **Suggested Key Skills** section. You can also add other keywords that are not available in Job description and after adding the key skills these words will display under the **Effective Key Skills** section. You can select the Suggested key skills by selecting the check-box and can make then effective key skills.

7. Enter Job key skills  
8. Select Nature of job from the drop-down  
9. Enter the number of Vacancies.  
10. Click on **Calendar** icon and then select job expiry date  

   **Note:** Job Expiry date should be less than 100 days.

11. Enter Job Location which is a mandatory field and either select location as “All India” or a “Select Location” (This field also takes auto complete Location)  
12. Select gender preference from the drop-down  
13. Click on **Ex-Serviceman preferred** check box, if the requirement is for Ex servicemen  
14. Select the option if the job for differently abled (PwD).  
15. Select an option from the **Essential Qualifications** drop-down.  
   If you select any of the options from “Up to 9th”, “10th Pass”, “12th Pass”, “ITI”, “Diploma after 10th”, “Diploma after 12th” or “PG Diploma” then you do not need to give any further information about studies.  
   If you select any of the qualifications from “Graduate”, “Post Graduate”, or “PHD”, a mandatory option (a radio button group) to add Specific Educational Qualifications is provided.

If you select the “No” option there is no need to provide any specific educational qualification. However, if you select the “Yes” option, then a link “Add Essential Qualification” displays that enables you to add details for the essential qualification.

On clicking the link, a pop-up displays where you need to enter, details for: “Highest Qualification”, “Essential Qualification”, and “Essential Qualification Specialization” (Non-Mandatory).

16. Also, if you select “Graduate” as the Essential Qualification then you only have to add Graduation related details such as Graduate Degree, and Specialization, and Year of Passing.
If you select the “Post Graduate” as the Essential Qualification then you need to add information about Graduation and Post-Graduation and Year of Passing.

If you select the “PHD” as the Essential Qualification then you need to provide details of Graduation, Post-Graduation, PHD, and Year of passing of all the entered qualifications.

Click the +Add Essential Qualification link. The Add Qualification pop-up displays.

After adding the Educational data with the area of specialization, the Post New Job page will look like this:

### After Adding the Qualification and Specialization
17. Click on the additional Information.
18. Select Minimum and Maximum Experience in Years from the drop-down.
19. Enter minimum and maximum salary.
20. Select Salary/Wage type from the drop-down.
21. Enter the days availability to join.
22. Select the appropriate caste category check box.
23. Click on “Age/Date of birth” preference.
24. Select candidate’s Min and Max age preferences from the drop-down.
25. On job Posting Page Employer can specify the age range restriction for the jobseekers who would be eligible to apply for the said job. For example, an Employer can specify that only candidates or jobseekers between the age range of 21 years (minimum age) and 24 years (maximum age) can apply for a job. This enables the employer to filter out unwanted applications based on age range specified for the job.

To apply this filter, the user needs to choose a base date from the As On Date calendar control. Next, the user needs to define the date range using either the Age Preference (minimum and maximum age range) fields or the Date of Birth Preference (date of birth range) fields. Any option selected by the user is in respect to the base date that has already been selected from the As On Date field.

26. Click on Contact Details.
27. Enter contact person’s name
28. Enter landline number
29. Enter mobile number
30. Enter Email ID
31. Click on check box, if you wish to share your mobile number with Jobseeker.
32. Click on check box, if you wish share your email with Jobseeker.
33. Click on Post Job button

34. The Confirm pop-up displays

![Confirm Pop-up](image)

**Note:** This pop-up enables you to view and verify specific job details, such as age preference (if any), number of vacancies, and salary, before you can post the job on the portal.

a. Click Ok to post the job
   i. The Job Posting pop-up displays

![Job Posting Pop-up](image)

1. Click Proceed to view suitable candidates (on the Other Eligible Candidates tab of the Search User screen) that match the job posting
2. Click Cancel if you do not want to view candidates that match the job post
3. Click the Click here link to display job description in a separate window (job details are displayed as the candidate would see them)
   b. Click Cancel to prevent job posting

35. Click on Save as Draft button, if you wish to save current job in draft mode

36. The Confirm pop-up displays
   a. Click Ok to save the post as a draft
   b. Click Cancel to prevent saving a draft copy
   c. Cancel button will take user to Employer’s Home page
3.2 Post International Job
This link allows you to post a new international job on the NCS Portal as an Employer.

1. Click the Post International Job link from the left panel. This displays the Post International Job screen.

2. Enter Job Reference Id
3. Enter Job Title
4. Select the Sector
5. Select Functional Area
6. Select Functional Role
7. Enter Job Description – Alphanumeric and special characters are allowed except ‘;<=\Do not enter any URL.
8. Select Nature of job from the drop-down.
9. Enter the Number of Vacancies.
10. Click on Calendar icon and then select job expiry date
Note: Job Expiry date should be less than 100 days.

11. Search and select the Countries. (Multiple countries can be selected)
12. Search and select the Occupation. (Multiple occupations can be selected)
13. Select gender preference from the drop-down
14. Click on **Ex-Serviceman preferred** check box, if the requirement is for Ex-servicemen.
15. Select the option **If the job for differently abled (PwD)**.
16. Select an option from the **Essential Qualifications** drop-down.
   
   If you select any of the options from “Up to 9th”, “10th Pass”, “12th Pass”, “ITI”, “Diploma after 10th”, “Diploma after 12th” or “PG Diploma” then you do not need to give any further information about studies.
   
   If you select any of the qualifications from “Graduate”, “Post Graduate”, or “PHD / Super Specialist”, a mandatory option (a radio button group) to add Specific Educational Qualifications is provided.

<table>
<thead>
<tr>
<th>Required Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Qualifications</td>
</tr>
<tr>
<td>Post Graduate</td>
</tr>
</tbody>
</table>

If you select the “No” option there is no need to provide any specific educational qualification. However, if you select the “Yes” option, then a link “Add Essential Qualification” displays that enables you to add details for the essential qualification.

On clicking the link, a pop-up displays where you need to enter, details for: “Highest Qualification”, “Essential Qualification”, and “Essential Qualification Specialization” (Non-Mandatory).

17. Also, if you select “Graduate” as the Essential Qualification then you only have to add Graduation related details such as Graduate Degree, and Specialization, and Year of Passing.

   If you select the “Post Graduate” as the Essential Qualification then you need to add information about Graduation and Post-Graduation and Year of Passing

   If you select the “PHD” as the Essential Qualification then you need to provide details of Graduation, Post-Graduation, PHD, and Year of passing of all the entered qualifications.

Click the +Add Essential Qualification link. The Add Qualification pop-up displays.
After adding the Educational data with the area of specialization, the Post International Job page will look like this:

18. Select Minimum and Maximum Experience in Years from the drop-down.
19. Enter minimum and maximum salary
20. Select Salary/Wage type from the drop-down
21. Enter the days availability to join
22. Select the appropriate caste category check box.
23. Select candidate’s Min and Max age preferences from the drop-down

On job Posting Page Employer can specify the age range restriction for the jobseekers who would be eligible to apply for the said job. For example, an Employer can specify that only candidates or jobseekers between the age range of 21 years (minimum age) and 24 years (maximum age) can apply for a job. This enables the employer to filter out unwanted
applications based on age range specified for the job.

To apply this filter, the user needs to choose a base date from the As On Date calendar control. Next, the user needs to define the date range using either the Age Preference (minimum and maximum age range) fields or the Date of Birth Preference (date of birth range) fields. Any option selected by the user is in respect to the base date that has already been selected from the As On Date field.

24. Enter contact person’s name
25. Enter landline number
26. Enter mobile number
27. Enter Email ID
28. Click on check box, if you wish to share your mobile number with Jobseeker
29. Enter contact email Id
30. Click on check box, if you wish to share email with Jobseeker.
31. Click on Post Job button
32. The Confirm pop-up displays
Note: This pop-up enables you to view and verify specific job details, such as age preference (if any), number of vacancies, and salary, before you can post the job on the portal.

33. Click Ok to post the job.

3.3 Post Drafted Job

This link allow employer to post drafted job.

1. Click on Jobs Posted and Responses link from left panel. Select Job Post Status as “Draft”, Click Search. All the Draft jobs will be displayed as search result.

2. Click on Action button
3. Select on Publish option to post a job.

Only Draft jobs can be deleted by the User. To delete a Drafted job, select the check box corresponding to the Job ID of the job that user wants to delete, and then click on Delete button.
4. Search Jobseeker

The NCS portal enables you to search jobseekers based on Keywords and location, or jobseekers associated specifically with Health Sector or Jobseekers who are interested in International Jobs.

This link allows Employers to search candidates without posting jobs. This feature (and Advanced Search) can be used to get an idea of the availability of candidates on NCS portal based on Employer’s requirements prior to posting a Job on NCS.

1. Click on Search User from Employer left menu bar. The search user screen displays.
2. Enter search criteria such as a keyword (Expertise/Skills)
3. Click the Search button to view the candidates matching with the skills entered for search.
4. The search result list will be displayed on the basis of the given criteria
5. See candidate’s resume by clicking the candidate’s name from the list

   Note: The contact details of the candidates are not available until Employer views the Profile against a posted Job.

6. Options provided in the Refine your Search panel enables an Employer to further refine their search results for appropriate candidate.
5. Jobs Posted and Responses

This link allows Employer to View/Edit, Copy and close-posted jobs, search candidate against a posted job, Shortlist profile, send Interview requests.

5.1 Filter Jobs

As an Employer user, you can search for job that you have posted for your own organisation. Posted jobs can be searched for by their ID (Job Id) or their reference ID (Job reference Id).

Also, you can find posted jobs by mentioning a specific date range when these jobs were posted (Posted From and Posted Till) or their expiry date (Expiring From and Expiring Till). Furthermore, you can filter posted jobs on their current status (using the Job Post Status filter), and type (using the Job Type filter).
5.2 View Jobs

1. Click on Jobs Posted and Responses from left panel. This displays the list of jobs posted.
2. Organisation Users will be able to view the list of qualified candidates by clicking on number of applications on “Jobs Posted and Responses” page for published jobs only. By clicking on number of applications, Organisation Users will navigate to “Job Application Details” page.

On “Job Application Details” page, Organisation user will be able to search candidates based on Total Experience and Highest Education. Organisation User can apply the refinement panel and can reset.

Refine Job seeker profile panel of the Search candidate result enables an Employer to further refine their search results for appropriate user. “Specialization” filter works in conjunction with the existing “Education” filter displayed on the Refine Jobseeker Profiles panel.

This enables an Employer user to further refine their search results for appropriate candidates.

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5.3 Close Jobs

1. Click on Jobs Posted and Responses from left panel and search for the job to be closed.
2. Click on Action button and select the Close Job – Notify Recruitment option. This displays the Reason for Closing Job pop-up.

Note: Only Published or Expired Jobs can be closed.
3. Select the appropriate reason for closing the job from the drop-down list: The following options are available:

   a. Recruitment completed through NCS – A mandatory field displays when you select this option.

   Enter a numeric value in this field mentioning the number of vacancies that were filled up (from the NCS portal) for the job post you are closing here. The number entered here displays in the Candidates Hired column on the Jobs Posted and Responses screen.
Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

b. Recruitment completed through sources other than NCS – A mandatory field and a mandatory drop-down list display when you select this option.

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from sources other than the NCS portal) for the job post you are closing here. The number entered here displays in the Candidates Hired column on the Jobs Posted and Responses screen.

Note: Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

Next, select an option (Suitable candidates(s) not found on NCS or Any Other reason) from the drop-down list as reason for closure of job by not hiring candidates from the NCS portal.
A text field displays when you select the **Any Other reason** option from the drop-down.

Enter the reason in the text field.

c. Recruitment Deferred – No mandatory field displays when you select this option.
4. Click on **Submit** button

5.4 Edit Posted Job

1. Click on **Jobs Posted and Responses** from left panel. This displayed the job and responses screen.
2. Search the job to be edited, click on **Action** button and select **Edit** option.

3. Edit Job Expiry date and number of vacancies

   Note: Only Job Expiry and Number of vacancies are allowed to be edited.
   Job Expiry date should be less than 100 days.

4. Click on **Update** button.

5. Cancel button will take User again to “Jobs Posted and Responses” page

5.5 Search Candidate

This link allows employer to search candidate and send an interview request.

1. Click on **Action** button and then select **Search Candidate** option. The Search Candidate screen displays.
Note: The Total Experience (in years) fields are editable and you can change the value in these fields as required.

2. Click on Search button. This displays the search candidate screen
3. Job based candidate search results are segregated into two separate search result tabs namely.
   - **Eligible Candidates** tab - further divided in two more tabs
     A) Jobseekers – Applied
     B) Jobseekers – Not Applied
   - **Applications Not Matching Job Criteria** tab

   All two of these search result pages, that is, the **Eligible Candidates** and **Applications Not Matching Job Criteria** tab, further the tab “Eligible Candidates” is divided in 2 tabs – “jobseekers – Applied” and “Jobseekers – Not Applied. However, after reviewing profiles of listed candidates, you might find some profiles not up to the requirement and subsequently reject them. At the same time, you would like to identify profiles that are viewed but not rejected.

   The **Reject profile** and the **Profile Viewed** buttons enable you to visually differentiate between candidates whose profiles are viewed from candidate profiles that are viewed but rejected after viewing.

   To identify a profile as viewed, select the check box of the candidate and then click the **Profile Viewed** button. The row of the said record is highlighted in grey colour. To mark a profile as rejected, select the check box of the candidate and then click the **Reject Profile** button. The row of the said record is highlighted in pink colour.

   In this manner it becomes easier to visually identify profiles that are viewed as well as profiles that are viewed and rejected.
Note: Use the options provided in the Refine your Search panel to the right of the screen to further narrow down your search results.

4. Employer can see the Video Profile icon along with the name of the candidate. This indicates that the candidate’s Video Profile is complete and approved. Employer can also see the videos posted by the candidate by clicking on the Video Profile icon.

5. Click the “Mark as Viewed” button to mark as viewed the candidate.

6. Click on Action button along with the candidate’s name and select Send Interview Request

Employer will navigate on Send Interview request page
From Send, interview request page employer can schedule interviews for candidates. Interview timings should be 1 hour after the current time of sending the interview.

7. On “Eligible Candidate” tab, Organisation user will be able to search candidates based on Total Experience /Gender and Employment Status. Organisation User can apply the refinement panel and can reset.

Click on the check box along with desired Candidate Name and then click on Shortlist Candidate button on the bottom right on the screen.
5.6 Shortlisted Profile

The **Shortlisted Profiles** tab associated with the **Jobs Posted and Responses** feature allows an employer to view all candidate profiles they are shortlisted for a specific job.

To view the list of shortlisted candidates:

1. Click on **Jobs Posted and Responses** link from the left navigation
2. Click on **Action** button for any of the published jobs
3. Select the **Shortlisted Profiles** option from the drop-down. This displays all the shortlisted profiles for that particular job in the **Shortlisted Profiles** tab.

4. Click on **Action** button for a shortlisted candidate and select the **View Profile** option.

**Note:** Click on check box of a candidate and then click on **Remove** button, to remove the shortlisted candidate from the **Shortlisted Profiles** tab.
5.7 Send Interview

Using this button, you can send interview request to one or more candidates whose profiles you have shortlisted against a particular job posting on the Shortlisted Profiles tab.

To send interview request to selected candidate(s):

1. Select the check box for the required candidate profile(s) on the Shortlisted Profiles tab.

2. Click the Send Interview Request(s) button.

   This displays the Interview Request screen.
3. Enter interview details as required, details of the contact person (editable fields), and then click the **Send** button. The **Interview Request** pop-up displays.
The interview request is sent to the selected candidate(s).

**Note:** Names of candidates who receive the interview request are now listed on the Scheduled Interviews tab.

4. Click the OK button to close the pop-up and to go back to the Shortlisted Profiles tab.

**Note:** The check box of the candidates who receive interview request remains selected on the Shortlisted Profiles tab and the check box is greyed out.

### 5.8 Reschedule Interview Request

You can even reschedule an interview for the required candidate whom you had earlier send an interview request.

To reschedule an interview for a candidate, do the following:

1. Click the Action button of the required candidate on the Shortlisted Profiles tab.

2. Select the Reschedule Interview option from the available options.
Note: The Reschedule Interview option is only available for profiles that had earlier received an interview request - profiles on the Shortlisted Profiles tab having an already selected check box that are greyed out.

This displays the Interview Request screen.
3. Enter details on the Interview Request screen and click the Send button.

The Interview Request pop-up displays.
4. Click the OK button to close the pop-up and to go back to the Shortlisted Profiles tab. The interview request is send once again to the selected candidate (interview is rescheduled).

**Note:** The name of said candidate is once again listed on the Scheduled Interviews tab and the status of the earlier interview request for the same candidate is now set to “Closed”.

5.9 Download All Profiles

Enables you to download the profiles of all candidates whom you have shortlisted for a specific job posting. The details of these candidates are downloaded in Microsoft Excel (xlsx) format.

To download all profiles shortlisted for a particular job posting:

1. Click the Download All Profiles button from the Shortlisted Profiles tab.

   ![Download All Profiles](image)

   A file is download on your system in Excel format.

2. Access the downloaded file.
Note: The profiles of all shortlisted candidates is downloaded in the Excel file (xlsx format) irrespective of the fact whether these profiles are listed on one or more pages of the Shortlisted Profiles tab.

5.10 Scheduled Interview

The Scheduled Interviews tab associated with the Jobs Posted and Responses feature allows an employer to view all candidate profiles they have been scheduled for interview against a particular job.

To view the list of candidates scheduled to be interviewed:

1. Click on Jobs Posted and Responses link from the left navigation
2. Click on Action button for any of the published jobs
3. Select the Shortlisted Interviews option from the drop-down. This displays, all the candidates who have been scheduled for interview against the selected job post, in the Shortlisted Interviews tab.

4. Click on Close Interview link, to cancel the scheduled interview and then enter the reason for the cancellation.
5.11 Candidate Profile

The profile of the selected candidate and the documents associated with them can be accessed from all of these tabs: Applications Matching Job Criteria tab, Applications Not Matching Job Criteria tab, Other Eligible Candidates tab, Shortlisted Profiles tab, and Scheduled Interviews tab.

To view the profile of a candidate (from any of the said tabs):

1. Click the name of the required candidate from the Candidate Name column. This displays the Resume screen in a separate browser window.

![Resume Screen]

**Note:** This screen allows the user to send an interview request to the candidate and even download the candidate’s profile.

2. Click the View Documents/Certificates button. The Documents/Certificates pop-up displays.
The pop-up displays a list of documents the candidate has uploaded to their DigiLocker account.

3. Click the **Download** link of the document to download it for reviewing it.

### 6. Pre and Post Job Expiry Notifications

The NCS portal triggers an email (pre-expiry notification) that is send to you on a specific day before the expiry of a published job. The portal also sends you an email message (post-expiry notification) after the same job has expired.

**Note:** These (pre and post job expiry) notifications are only applicable to job types such as portal jobs, jobs posted in a job fair, and portal jobs associated with a job fair. Also, jobs that have the Published or Expired status trigger these notifications.

**Note:** The portal does not push these notifications for the following job types: jobs that are posted on the portal through APIs and future jobs. Also, job posts that have the Draft or Closed status do not trigger these notifications.

#### 6.1 Job Expiry Notification Triggers

You may receive the post-expiry job notification from the portal but you might not always receive the pre-expiry job notification. This happens because the pre-expiry notification email is subject to relationship between two parameters namely, the day when the job is published (the day when the job post starts accepting applications from candidates) on the portal and day when it expired (the day when the job post stops accepting applications from candidates).

These are situations when you would receive the pre-expiry job notification:

- 7 days before the expiry date of a published job
- 3 days before the expiry date of a published job (when the expiry date of a published job falls between the 4\textsuperscript{th} day and 7\textsuperscript{th} day [both days included], from the day the job was published on the portal)
Note: The pre-expiry job notification will not be send if the expiry date of a job is set within 3 days of its publishing on the portal.

You will receive the post-expiry job notification only 3 days (3 to 7 days in actual) after the expiry date of a job. This is irrespective of the duration the job was active on the portal and accepting applications.

6.2 Notification Destination

The job expiry notifications are sent to the Primary Member email id of the organisation.

Note: These notifications are not sent to organisation email id that is mentioned in the profile.

6.3 Expired Jobs Alert

An alert displays on your home page next to the dashboard indicating presence of expired jobs. You can click the link and go to the list of expired jobs.

7. Expired Jobs

This link allows the user to close expired jobs in a simple and quick manner.

1. Click on Expired Jobs from left panel. This displays the expired jobs screen.

2. Sort the displayed result of expired jobs by: Job ID (default), Job Title, or Created On, options.

3. Click on Action button and select the Close Job – Notify Recruitment option. This displays the Reason for Closing Job pop-up.
4. Select the appropriate reason for closing the job from the drop-down list: The following options are available:

a. Recruitment completed through NCS – A mandatory field displays when you select this option.
Enter a numeric value in this field mentioning the number of vacancies that were filled up (from the NCS portal) for the job post you are closing here. The number entered here displays in the Candidates Hired column on the Jobs Posted and Responses screen.

**Note:** Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

b. Recruitment completed through sources other than NCS – A mandatory field and a mandatory drop-down list display when you select this option.
Enter a numeric value in this field mentioning the number of vacancies that were filled up (from sources other than the NCS portal) for the job post you are closing here. The number entered here displays in the Candidates Hired column on the Jobs Posted and Responses screen.

**Note:** Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

Next, select an option *(Suitable candidates(s) not found on NCS or Any Other reason)* from the drop-down list as reason for closure of job by not hiring candidates from the NCS portal.
c. Recruitment Deferred – No mandatory field displays when you select this option.
d. Click on Submit button

8. Scheduled Interviews

This link allows employers to view all the interviews they have scheduled. Filtering options include All, Active, Closed, Interview Accepted, and Interview Rejected.

### Scheduled Interviews Screen

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Candidate Name</th>
<th>Job Title</th>
<th>Interview Date</th>
<th>Interview Venue</th>
<th>Mode Of Interview</th>
<th>Interview Status</th>
<th>Interviewee Comments</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Roy Yi</td>
<td>Carpenter (2-7 yrs.)</td>
<td>10/04/2019</td>
<td>New Building</td>
<td>Telephonic</td>
<td>Active</td>
<td>Rejected - Not available on this date. Please reschedule the interview</td>
<td>Close Interview</td>
</tr>
<tr>
<td>2</td>
<td>T. T. O.</td>
<td>Driver</td>
<td>10/04/2019</td>
<td>New Building near Metro service centre</td>
<td>In person</td>
<td>Active</td>
<td>Accepted - 03 Apr 2019 12:03 PM</td>
<td>Close Interview</td>
</tr>
</tbody>
</table>

**Note:** The Interview Comments column on this screen mentions whether the interview was accepted or rejected (with reason for rejection) by the respective candidate. The employer can once again send an interview invite to the same candidate for the same job even after the said candidate has rejected the interview request.
9. Add/Manage Sub Users

The Add/Manage Sub Users link allows an organisation to manage the roles of its members.

9.1 Add User

It allows you to add users as employer admin as well as members.

1. Click Add/Manage Sub Users from left panel. This displays the Add/Manage Sub Users screen.

2. Click the Add User button. This displays the Add Organisation Member screen.
3. Enter the following details:
   - Name
   - Designation
   - Email
   - Mobile number
   - Landline with area code
4. Select the user role from the drop-down box.
5. Enter the User Name
   Click the Check User ID button for availability of the entered user name
6. 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
7. Retype the same password for confirmation
8. Click the Submit button
9. Back button will take user to Add Manage Sub Users screen

9.2 Manage User
1. Click Add/Manage Sub Users from left panel. The Add/Manage Sub Users screen displays.
2. Click the Manage User link corresponding to the user name.

3. Click the Reset Password button, if you forget the password. New password will be sent on the registered mobile number.

9.3 Manage Role
There are three roles that an organisation can manage within the system namely: Organisation Owner, Organisation Admin, and Organisation Member.

There can only be one Organisation Owner user whereas there can be multiple Admin and Member users within the organisation.

The following are the salient characteristics of these three organisational roles:

**An Organisation Owner:**

1. They will be able to view all the jobs posted by the Owner (themselves), and also jobs posted by the Admins, and the Members.
2. They can take action on all job related activities such as shortlist profiles, schedule interviews, close jobs, etc.
3. The dashboard on the Home page will display the total count (aggregate) of jobs posted by the Owner (themselves), the Admins, and the Members.

**An Organisation Admin:**

1. They will be able to view all the jobs posted by the Admins (including themselves), and also jobs posed by the Owner and the Members.
2. They can take action on all job related activities such as shortlist profiles, schedule interviews, close jobs, etc.
3. The dashboard on the Home page will display the total count (aggregate) of jobs posted by the Admins (including themselves), the Owner, and the Members.

**An Organisation Member:**

1. They will only be able to view the jobs that they have posted.
2. They can take action on all job related activities such as shortlist profiles, schedule interviews, close jobs, etc., but only for the jobs they have posted.
3. The dashboard on the Home page will display only the total count of jobs they have posted.

In the role of an Organisation Owner user, you can manage the roles of Admin and Member users as follows:

1. Click **Add/Manage Sub Users** from left panel. The **Add /Manage Sub Users** screen displays.
2. Click the **Manage Role** link for the corresponding user. The Manage Role pop-up displays.

3. Select the appropriate role check-box.
4. Click the **Save** button.

10. **Grievance/Feedback (footer link)**

This link, from the page footer, allows employer to post any feedback/grievance, query, and request.

1. Click on **Grievance/Feedback** from the footer link. The following screen displays.
2. Enter your name
3. Enter your Email ID
4. Enter your mobile number
   **Note:** Name, Email and mobile number will be appear prefilled from the Employer’s Profile.
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. Attach the attachment.
13. Review the security image and enter the displayed text
14. Click on **Submit** button.
15. Click on Help tool tip to know about the “Case category” and “Case Sub Category” types.
11. Grievances/Feedback (navigation panel link)

This link, from the left navigation panel, allows Employer to view registered cases status. And “Give Feedback” link facilitate end user to provide the feedback on resolved/closed cases, registered at Call Center. User can provide the feedback by clicking on “Give Feedback” Link in front of each resolved/closed case.

Once user clicks on “Give Feedback” link, Feedback pop up will open with “Cancel” and “Submit” buttons.

12. Announcements

This link allows employer to view uploaded documents.

Click on Announcements from left panel. This displays the list of announcements for the Employer.
13. Templates

This link allows you to access available templates that you can download on your computer and use as required.

1. Click the Templates link from the left panel. This displays a screen that lists available standard templates for the Employer.

<table>
<thead>
<tr>
<th>File Name</th>
<th>File Size</th>
<th>File Type</th>
<th>Last Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Template of Offer Letter.docx</td>
<td>20.75 KB</td>
<td>Word</td>
<td>5/7/2019 4:31 PM</td>
</tr>
</tbody>
</table>

2. Click the link of the displayed template to download it.

14. Organisation Preferences

Organisation Preferences allows Employer to subscribe or unsubscribe any bulk email sent by Portal.

Functionality can be accessed, by check/uncheck the “subscribe to organisation update alerts”.
Bulk Emails received from system will have unsubscribe link at the bottom, to unsubscribe from mailers.

15. Job Fair and Events

This section of the document describes how an employer can find out online upcoming Job fairs and Events on the NCS portal and then register themselves for specific Job fairs and events.

List of Job Fairs can be accessed from Job Fair and Events Section of NCS Home Page. Employer can either click on a Job Fair link displayed in the section or Employer can also click on View All link to navigate to NCS Calendar Page, which displays the list of all Job Fairs / Events published on NCS Portal.

NCS Calendar Page has various parameters to search for an Event / Job Fair. The results of search conducted by an employer based on their search filter criteria (state, industry, and sector) will be displayed as a listing.
15.1 Search for Job Fairs

Follow these steps to search for Job Fairs:

1. Ensure that the **Job Fairs** tab is selected on the **NCS Calendar** page.

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).
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 listing.

iii. The details of the selected Job Fair are displayed on a pop-up.

iv. Important: Since these all are Online/Digital Job Fairs, so the “Job Fair venue “for these Job Fairs will show “NCS Portal” and the user needs to use our Portal services for shortlisting candidates against a Posted Job.

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 are displayed on a pop-up.

**Job Fair Details Pop-up**

15.2 Participate in a Job Fair
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.

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

2. Next, click the **Proceed** button. The **Job Fair Details** page displays.

   ![Job Fair Details](image)

3. For participating in a Job Fair, Employer needs to add Jobs in the Job Fair.
4. Click on the **Add Jobs to Job Fair** link, following page opens.
Adding Jobs to Job Fair

Portal provides two options to add a job to a job fair. Employer can either post a fresh job to a job fair or can add already posted job to the job fair.

Add/Post New Job to Job Fair

1. Click on Add New Job to Job Fair link, displayed as the first section on the page.
2. NCS navigates user to Post New Job page. Enter job details and click Post Job.
3. New job is added to the job fair.

Add NCS Jobs to Job Fair

Using this feature, Employer can tag an already posted Portal Job to a Job Fair.

1. In the second section, use the given filters to search for existing jobs posted on NCS.
2. Select the check box against a job from the search result pane.
3. Click on Add Job to Job Fair button to add the selected job to the Job Fair.
4. Click on **Back to Job Fair** button to go back to Job Fair.
5. After adding a job to a job fair, **Submit Participation** button becomes enabled.
6. Click the **Submit Participation** button to participate in the job fair. 

**Note:** An Employer can add more jobs in a job fair or remove already added jobs, any time before the Employer Participation end date and time.
15.3 Hiring Process through NCS Portal

With the start of Jobseeker Participation date till it ends, employer receives the email notification as the jobseeker applies to the job(s) posted by him. Then employer starts the selection process as defined.

1. Click on the Job Fair /Event Participation link in the left navigation.
2. Click on the participated Job Fair and then click on Proceed button.

![Job Fair Details](image)

3. Click on View Candidates link against the posted job.

![View Candidates](image)

Review the profile of candidates under two tabs “Applications matching Job criteria” and “Applications not matching Job Criteria”. Select the candidate as per job requirement and click the Shortlist Candidates button.

![Search Candidates Result](image)

4. Go to Shortlisted Profiles tab, select the candidate and click the Send Interview Request(s) button. This will notify the Jobseeker of interview request, who will then respond by accepting or rejecting the interview request.
5. Enter the required information and then click on the **Send** button.
15.4 Job Closure Process

After Employer has got required number of candidates from portal against a posted job, he needs to close the said job on Portal before the expiry date of Job.

1. Click on Jobs Posted and Responses from left panel. The posted job response screen displays.
2. Click on Action button and select the Close Job – Notify Recruitment option. This displays the Reason for Closing Job pop-up.

3. Select the appropriate reason for closing the job from the drop-down list: The following options are available:

   a. Recruitment completed through NCS – A mandatory field displays when you select this option.
Enter a numeric value in this field mentioning the number of vacancies that were filled up (from the NCS portal) for the job post you are closing here. The number entered here displays in the Candidates Hired column on the Jobs Posted and Responses screen.

**Note:** Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

b. **Recruitment completed through sources other than NCS** – A mandatory field and a mandatory drop-down list display when you select this option.

Enter a numeric value in this field mentioning the number of vacancies that were filled up (from sources other than the NCS portal) for the job post you are closing here. The number entered here displays in the Candidates Hired column on the Jobs Posted and Responses screen.

**Note:** Remember, you will not be able to enter a 0 (zero) value here. Also, the value entered here cannot exceed the number of vacancies posted in the job post. For example, the job post mentioned five vacancies then you can only enter any value between one and five and not any value more than that.

Next, select an option (Suitable candidates(s) not found on NCS or Any Other reason) from the drop-down list as reason for closure of job by not hiring candidates from the NCS portal.
A text field displays when you select the **Any Other reason** option from the drop-down.

Enter the reason in the text field.

c. **Recruitment Deferred** – No mandatory field displays when you select this option.

4. Click on **Submit** button.
15.5 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).

      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

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

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

Event Title

iii. The details of the selected event display on a pop-up.
15.6 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.

   ![Event Details Pop-up](image)

   **Event Details Pop-up**

2. Next, click the Proceed button. The Event Pre-registration screen displays.

   ![Event Pre-Registration Screen](image)

   **Event Pre-Registration Screen**

   Click the Submit Participation button.
16. Share Feedback

This link allows the user to share feedback about the NCS portal.

1. Click on **Share Feedback** from left panel. The **Share Feedback** screen displays.

2. Rate all the options for each displayed question (from Q1 to Q3) using the following rating scale: Excellent (five stars), Very Good (four stars), Good (three stars), Average (two stars), and poor (one star).
3. Enter feedback or suggestions (optional) in the provided text field.

4. Click on the Submit button. The successful submission message displays.

**Note:** To submit the feedback it is mandatory to provide a star rating (using the rating scale) for all the options for all the questions displayed on the screen.

**Note:** The Share Feedback screen can also be accessed from the Action drop-down for individual items listed on Jobs Posted and Responses screen.

17. 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** option from Sign-Out menu. The **Change Password** screen displays.

![Change Password Screen]

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

### 18. Change Username

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

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

2. Enter the new Username
3. Click the 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 the Generate OTP button
6. An OTP is generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Your Username is now changed

19. **Deactivate User**

User can now deactivate themselves from the NCS portal. As soon as a user deactivates themselves from the portal, they will be unregistered from the portal. User will be asked to enter the OTP they receive, and provide the reason for their deactivation.

All the sub members of the organisation will be automatically deactivated and all the posted jobs will be deactivated.

1. Select **Deactivate User** from **Sign Out** menu
2. Enter **Username** and **Password** and then click the **Validate** button
3. Enter OTP received on the registered mobile number
4. User will be deactivated and signed out from the portal

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20. Reactivate Account

NCS users can now reactivate themselves once they are deactivated from the NCS Portal. A functionality to reactivate an account is available on the home page.

1. Click the **Reactivate Account** link that displays below the **Login** control
2. Select Employer from the “I am” drop-down list
3. Select Organisation Type Proprietorship/Autonomous
4. Enter Proprietorship’s PAN
5. Enter Proprietor's DOB (As in PAN Card)
6. Enter Mobile Number
7. Enter Security Code
8. Click Generate OTP
9. Enter OTP and click Submit OTP
10. A message is sent with new Username and Password on registered mobile number of the user

11. Click the Click here link
12. Enter Username and Password and then click Login with new Username and Password
21. Insufficient Password History Enforcement

You cannot use your last 3 passwords to reset your new password using the Forgot Password or Change Password features. In such case the portal will display a validation message that “Old and New Password cannot be same.”

22. User will Logout After Password Change

Now when you change the password, a pop-up will appear displaying the message: “Your password is changed since last login. Hence you are being signed out. Please Sign In again with new Password.” and the system will automatically log you out after 10 seconds.
23. 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 the Forgot Username link from the NCS Home page. This displays the Forgot Username page
2. Select the Employer option from the I am drop-down list.
3. Select Organisation Type as Proprietorship or Autonomous/Others
4. Enter following details for the selected organisation:
   a. For Proprietorship type of organisation enter: Proprietor’s PAN, Proprietor’s DOB (As in PAN Card), Mobile Number, and the security code that displays
   b. For Autonomous/Others type of organisation enter: Organisation PAN, Year of Incorporation, Mobile Number, and the security code that displays
5. Click the Generate OTP button
6. An OTP is generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Click the Submit button
9. The system will retrieve your Username and display it

24. Validation Message on Incorrect Username/Password

On entering incorrect User Name or Password, you will get a validation message that reads: “Username or Password is incorrect. Please try again”.
After 5 incorrect attempts you will get a message on your registered mobile number and an email on your registered email id stating: “Your account has been locked due to too many failed login attempts. Please use Forgot Password feature to unlock your account and login”.

25. Reports and Documents

This link allows you to search for and view Reports and Documents.

1. Click Resources from the Top Navigation.

2. Click the Reports and Documents option from the menu.
25.1 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 **MIS Reports** link from the left panel. This displays the **Reports** screen.

![MIS Reports Screen](image1)

2. Select the category of the report from the drop-down list
3. Select the name of the report from the drop-down list
4. Select the year from the drop-down list
5. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

![Available Reports](image2)
25.2 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 **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.

25.3 Documents

This link allows you to view documents related to the NCS portal.
1. Click **Documents** link from the left panel. This displays the **Documents** screen.

### Documents Screen

Click the desired link to view the listed documents.

### 25.4 NCS Policy Documents

This link allows you to view documents related to various NCS policies.

1. Click **NCS Policy Documents** link from the left panel. This displays the **Policy Documents** screen.
NCS Policy Documents Screen

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

25.5 EEx Statistics

This link allows you to view an EEx Statistics related to the NCS Portal.

1. Click EEx Statistics link from the left panel. This display the list of related documents.

25.6 RTI

This link allows you to file an RTI for your query regarding the ministry.

1. Click RTI link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external link (ministry website) or not.
2. If you click the Continue button, you are navigated to the http://www.labour.nic.in/applications-and-appeals page where you can file an RTI.

25.7 Key Performance Indicators

This link allows you to view key performance indicators.

1. Click Key Performance Indicators link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL: [http://www.labour.nic.in/rfd](http://www.labour.nic.in/rfd).

### 25.8 Annual Reports

This link allows you to navigate to an external website where you can review annual reports.

1. Click **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.
2. If you click the **Continue** button, you are navigated to the following external URL: [http://www.labour.nic.in/annual-reports](http://www.labour.nic.in/annual-reports).

### 25.9 External Partner Dashboard

This link allows you to navigate to an external website where you can review annual reports. Access to dashboard is for limited users only.

### 25.10 Budget

This link allows you to navigate to an external website where you can review annual reports.

1. Click **Budget** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL: [http://www.labour.gov.in/budget](http://www.labour.gov.in/budget).