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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 profile
- Post New Job
- Search User
- Jobs and Responses
- Scheduled Interviews
- User Management
- Feedback on Local Services
- Events
- Cases
- Announcements
- Change Password
- Organization Preferences
- Job Fair participation
2. Getting Started

2.1 Access the application

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

2.2 Signup/Registration

The Employer needs to register on the NCS portal. **New User? Sign Up** 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.
1. Click on **New User? Sign Up** button from login page. The registration screen displays.

2. Select the Employer option from the Register As drop-down. This displays the employer user registration screen.
### Registration

**Register As**: Employer

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name</td>
<td></td>
</tr>
<tr>
<td>Former Registered Name</td>
<td></td>
</tr>
<tr>
<td>Organization Category*</td>
<td>Select...</td>
</tr>
<tr>
<td>Organization Type</td>
<td>Select...</td>
</tr>
<tr>
<td>Sector*</td>
<td>Select...</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
</tbody>
</table>

### Registered Office

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 1</td>
<td></td>
</tr>
<tr>
<td>Address 2</td>
<td></td>
</tr>
<tr>
<td>State*</td>
<td>Select...</td>
</tr>
<tr>
<td>District*</td>
<td>Select...</td>
</tr>
<tr>
<td>Sub-District/State/Area*</td>
<td>Select...</td>
</tr>
<tr>
<td>City/Village*</td>
<td>Select...</td>
</tr>
<tr>
<td>PIN</td>
<td></td>
</tr>
<tr>
<td>Phone*</td>
<td>Area Code Phone Code</td>
</tr>
<tr>
<td>Mobile Number*</td>
<td>11 digit Mobile Number</td>
</tr>
<tr>
<td>Company Naem*</td>
<td>example.com</td>
</tr>
<tr>
<td>Website URL*</td>
<td>example.com</td>
</tr>
</tbody>
</table>

### Identity Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization PIN*</td>
<td></td>
</tr>
<tr>
<td>Additional Details</td>
<td>Select...</td>
</tr>
<tr>
<td>Year of Incorporation*</td>
<td>Select...</td>
</tr>
</tbody>
</table>

### User Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Name*</td>
<td></td>
</tr>
<tr>
<td>Contact/Number*</td>
<td>Area Code Phone Code</td>
</tr>
<tr>
<td>Mobile Number*</td>
<td>11 digit Mobile Number</td>
</tr>
<tr>
<td>Email*</td>
<td></td>
</tr>
<tr>
<td>Contact Designation*</td>
<td></td>
</tr>
<tr>
<td>UserID*</td>
<td></td>
</tr>
<tr>
<td>Password*</td>
<td>at least 8 characters</td>
</tr>
<tr>
<td>Confirm Password*</td>
<td>at least 8 characters</td>
</tr>
</tbody>
</table>

### Miscellaneous

- **Enter Security Code**: 3K4M6
- **Enter**: Type the text
3. Enter Organisation Name
4. Enter Former Registered Name
5. Select Organisation Category (Private Sector or Public Sector)
6. Select the Organisation Type from the drop-down
7. Enter Organisation Type Name (field displays only if Others option has been selected from the Organisation Type drop-down)
8. Select the Sector from the drop-down
9. Enter organization’s description
10. Enter 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 organization types except for Proprietorship)
26. Enter name of the contact person (field only displays for all organization 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 user enters the wrong password for 9 consecutive times then their account will be blocked. Also, the **Forgot Password** option will be enabled to reset the password.

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”):
  - 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 Employer Profile
This link allow employer to view and update profile.

1. Click on View/Update 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'
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 the job’s sector from the drop-down
5. Enter Functional Area
6. Enter Functional Role
7. Enter job description
8. Select the Future Job check box, if you wish to publish a job for future.
9. Select the future job activation date
10. Enter URL for Vacancy Detail

**Note:** The URL for Vacancy Detail field and the two associated radio buttons only display for Government employers. The radio buttons are used to select whether the job posted is considered as an internal or an external job. In case of an internal Govt. job *(We will be using NCS for seeking applications, shortlisting etc. radio button)*, the job seekers will have an option to apply directly on the NCS portal. In case of an external job *(I want the candidate to apply on our recruitment portal/channel radio button)*, Govt. organizations will have an option to provide the URL of job advertisement, which will be visible to the jobseeker when the job description displays.

11. Info icon for explaining Future jobs
12. Select minimum qualification from the drop-down. If user selects any of the options from “No Schooling”, “Up to 9th”, “10th”, “11th”, “12th”, “Diploma after 12th”, “Diploma after 10th”, or “ITI” then user don’t need to give any further information about his studies. If user selects any of the qualification from “Graduate”, “Post Graduate”, “PHD”, he needs to add his qualification details.

Also if User selects Graduate as his Min Qualification he then he only has to add his Graduation details like Graduate Degree, and Specialization and Year of Passing.

If User selects Post Graduate his Min Qualification then he needs to add information about his Graduation and Post-Graduation and Year of Passing

If User selects PHD as his Min qualification then he needs to give Details of his Graduation, Post-Graduation, PHD and Year of passing of all the filled qualification

**Note:** User can add Maximum up to 5 Qualifications for Graduation, 3 Qualifications for Post-Graduation and 2 Qualifications for PHD.

13. Select Minimum and Maximum Experience in Years from the drop-down

<table>
<thead>
<tr>
<th>Required Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Qualification</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essential UG Qualification</th>
<th>Essential UG Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialization</td>
<td></td>
</tr>
</tbody>
</table>

Please click 'Add UG Qualification' to furnish details.
Add UG Qualification is the link to Add Multiple UG Qualifications done by User. In case of PHD as Minimum Qualification, User can add multiple UG and PG qualifications up to 5.

14. Total Experience in Year
15. Select Relevant Minimum and Maximum Experience from the drop-down
16. Enter Job Location which is a mandatory field and either select location as “All India” or a “Specific Location” (This field also takes auto complete Location)
17. Enter Job key skills
18. Select Nature of job from the drop-down
19. Enter minimum and maximum salary
20. Select Salary/Wage type from the drop-down
21. Click on Calendar icon and then select job expiry date
   
   Note: Job Expiry date should be less than 90 days.

22. Select shift type from the drop-down box
23. Enter the days availability to join
24. Select candidate’s Min and Max age preferences from the drop-down
25. Select gender preference from the drop-down
26. Select the appropriate caste check box.
27. Click on Ex-Serviceman check box, if the requirement is for Ex servicemen
28. Select the option if the requirement is for differently abled people
29. Enter the number of vacancies
   
   Note: The maximum number of vacancies that can be entered for a job posting is 200.

30. 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.

31. Enter contact person’s name
32. Enter landline number
33. Enter mobile number
34. Enter Email ID
35. Click on check box, if you wish to share your mobile number with jobseeker
36. Enter contact email Id
37. Click on check box, if you wish to display contact information in job vacancy
38. Click on Post Job button
39. 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.

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

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

40. Click on **Save as Draft** button, if you wish to save current job in draft mode
41. The **Confirm** pop-up displays
   a. Click **Ok** to save the post as a draft
   b. Click **Cancel** to prevent saving a draft copy
42. **Cancel** will take user to Employer’s Home page

### 3.2 Post Drafted Job

This link allow employer to post drafted job.

1. Click on **Jobs 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 User

This link allows employer to search candidate for posted jobs.

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

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

5.1 Filter posted 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 Posted Job

1. Click on Jobs and Responses from left panel. This displays the posted job screen.
2. Organisation Users will be able to view the list of qualified candidates by clicking on number of applications on “Jobs 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.
5.3 Close Posted Job

1. Click on **Jobs 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:

- Recruitment completed through NCS
- Recruitment completed through sources other than NCS
- Recruitment Deferred

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 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 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

The Candidates Hired column on the Jobs and Responses screen only displays when you select either the Closed or the All Jobs option from the Job Post Status drop-down list.
5.4 Edit Posted Job

1. Click on Jobs and Responses from left panel. This displayed the job and responses screen.

2. Click on Action button and select Edit option
3. Edit Job Expiry date and number of vacancies
   Note: Job Expiry date should be less than 60 days.
4. Click on Update button.
5. Cancel button will take User again to “Jobs and Responses” page

5.5 Search Candidate
This link allow 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.
### Search User

**Key Skills**
- Driver, Bus

**Additional Key Skills**
- Additional Key Skills

**Required Qualifications**
- **Minimum Qualification Required:** 12th

**Total Experience (in years)**
- Min. Year(s)
- Max. Year(s)

**Notice Period (in Days)**

**Gender Preferences**
- --Select--

**Category**
- General
- OBC
- Others
- SC
- ST

**Ex-Servicemen preferred**

**Differently Aabled**
- Yes
- No

**As On Date**

**Age Preferences (in Years)**
- Min.
- Max.

**Date of Birth Preference**
- From:
- To:

**Last Login (duration in Days)**

**Last Updated (duration in Days)**

**Search Criteria Name**

---

**Employer-v4.10.25.07.2020**

---
**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 three search result pages.
   - Applications Matching Job Criteria tab
   - Applications Not Matching Job Criteria tab
   - Other Eligible Candidates tab

All three of these search result pages, that is, the **Applications Matching Job Criteria** tab, **Applications Not Matching Job Criteria** tab, and the **Other Eligible Candidates** tab display a list of candidates. 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 on Other Eligible Candidates tab

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 “Other 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 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 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 Request

Using this button, you can send interview request to one or more candidates whose profiles you have shortlist 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 send 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.
A file is downloaded on your system in Excel format.

2. Access the downloaded file.

Note: The profiles of all shortlisted candidates are 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 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 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.
### 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 sent 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 4th day and 7th 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 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 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.
5. 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.

<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>Interview Comments</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rayn 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 the date. Please reschedule the interview</td>
<td>Close Interview</td>
</tr>
<tr>
<td>2</td>
<td>Tiktaima shah</td>
<td>Driver</td>
<td>10/04/2019</td>
<td>New Building near Wipro service centre</td>
<td>In person</td>
<td>Active</td>
<td>Accepted – 03 Apr 2019 12:03PM</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. User Management

9.1 Primary Member Request

It allows user to change Organisation Primary Member (Owner). User will login by using the existing primary member (owner) login details.

1. Click on **User Management** from left panel. This displays the user management screen.

2. Click on **Primary Member Request** link corresponding to the user name to whom you want to make a primary member (Owner). This displays the primary member pop-up.
3. Select the Unique Identification Type from the drop-down list.
4. Enter the following details:
   - Unique Identification Number
   - Primary Member Name
   - Guardian/Father’s Name
5. Select the date of birth from the calendar
6. Select the gender
7. Enter the following details:
   - Contact Number
   - Mobile number
   - Email ID
   - Contact Designation
8. Click on Submit button to send the request for verification. After your request has been verified, existing primary member account will be deactivated. Secondary member will become primary member.
Note: If verification has failed, then user can send the request for another member.

9.2 Add User

It allows you to add employer admin and member

1. Click on **User Management** from left panel. This displays the user management screen.

2. Click on **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 id
6. Click on **Check UserID** button for availability
7. 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
8. Retype the same password for confirmation
9. Click on **Submit** button
10. Back button will take user to User Management screen

**9.3 Manage User**
1. Click on **User Management** from left panel. The user management screen displays.
2. Click on **Manage User** screen corresponding to the user name.

Click on **Reset Password** button, if you forgot the password. New password will receive on registered mobile number.

Click on **Activate/Deactivate** to change the user account.

9.4 Manage Role

1. Click on **User Management** from left panel. The user management screen displays:
2. Click on **Manage Role** screen corresponding to the user name

3. Click on appropriate role check box.

4. Click on **Save** button.

10. **Feedback on Local Services**

    This link allows the employer to provide feedback on the local service provider's quality of work/service.

    1. Click on **Feedback on Local Services** from the left panel. The feedback on local services screen displays.
2. Click on **Give Feedback** link corresponding to request. The feedback pop-up displays.

![Feedback Form](image)

3. Select the service availed start & end date from the calendar

4. Click on **Availed** check box to enable the feedback options.
5. Click on appropriate radio button.
6. Click on Submit button.

11. 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.

11.1 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).

   ![Job Fair List](image)

   **Job Fair 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 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

**Job Fair Details**

- **Job Fair ID:** CMP-01602-V8D6V2
- **Job Fair Name:** Online Test Job Fair on NCS Portal from 26th Jul’20 to 8th Aug’20
- **Organised By:** Career center, Chandigarh, Chandigarh
- **Job Fair Venue:** 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.
- **Employer Participation Date/Time:** 23rd Jul 2020 12:00 AM to 24th Jul 2020 11:59 PM
- **JobSeeker Participation Date/Time:** 26th Jul 2020 12:00 AM to 8th Aug 2020 11:59 PM
- **Job Fair Description:** This is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair.

[Proceed]  [Close]

### 11.2 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

**Job Fair Details**

- **Job Fair ID:** CMP-01602-V8D6V2
- **Job Fair Name:** Online Test Job Fair on NCS Portal from 26th Jul’20 to 8th Aug’20
- **Organised By:** Career center, Chandigarh, Chandigarh
- **Job Fair Venue:** 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.
- **Employer Participation Date/Time:** 23rd Jul 2020 12:00 AM to 24th Jul 2020 11:59 PM
- **JobSeeker Participation Date/Time:** 26th Jul 2020 12:00 AM to 8th Aug 2020 11:59 PM
- **Job Fair Description:** This is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair this is a Job fair.

[Proceed]  [Close]
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.

![](image)

---

**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.
11.3 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.

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

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.
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.
11.4 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 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 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.

![Reason For Closing Job](image)

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 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.

Click on **Submit** button.
11.5 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.
11.6 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)

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

![Event Pre-Registration Screen](image)

3. Click the **Submit Participation** button.

12. Grievance/Feedback

This link 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. Review the security image and enter the displayed text
13. Click on **Submit** button.
14. Click on Help tool tip to know about the “Case category” and “Case Sub Category” types.
13. Cases

This link 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.

<table>
<thead>
<tr>
<th>Case ID</th>
<th>Case Category</th>
<th>Case Subcategory</th>
<th>Description</th>
<th>Registration Date</th>
<th>Status</th>
<th>Resolved Date</th>
<th>Resolution</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS-11044-00P2M2</td>
<td>Unable to find data</td>
<td>Unable to Search Jobs</td>
<td>asdfasfka</td>
<td>22-April-2016</td>
<td>Resolved</td>
<td>03-May-2016</td>
<td>Resolve</td>
<td></td>
</tr>
</tbody>
</table>

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

Feedback provided by end user will be displayed on “Requested Feedback Associated View” page in CRM.
14. Announcements

This link allows employer to view uploaded documents.
Click on **Announcements** from left panel. This displays the documents screen.

15. **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 templates.

   ![Template List](image)

<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>28.76 KB</td>
<td>Word</td>
<td>5/7/2018 4:31 PM</td>
</tr>
</tbody>
</table>

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

16. **Job Fair Participation**

Job fair participation page is show the details of participated job fair/events by an Organisation user.
This page displays the Job Fair name, Job Fair ID, Registration Start Date, Registration End Date, Download link for which job fair the Organisation user has applied.

<table>
<thead>
<tr>
<th>Job Fair ID</th>
<th>Job Fair Name</th>
<th>Registration Start Date</th>
<th>Registration End Date</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>201601</td>
<td>Job Fair NCR D</td>
<td>10/9/2016</td>
<td>10/12/2016</td>
<td>Download</td>
</tr>
</tbody>
</table>

Download link is also display on this page in front of every Job Fair for Organisation users, this link will display only till job fair is open otherwise no download link will get display on page.

By click on this link “Job Fair Name”, “Date of registration” and “Participation ID” will display for Organisation User and “Job Fair Name”, “Date of registration”, “Participation ID” and Job Title will display for Non Organisation user.

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. 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

20. MIS Reports

This link allows user to search and view published MIS reports based on category, name, year and state.

1. Click on Reports & Documents from the top menu bar and then the MIS Reports link from the left panel. This displays the Reports screen.
2. Select the following details:
   - Report Category
   - Report Name
   - Year
   - State

3. This displays the report link to view the 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.

![Analytical Reports Screen](image)

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.

![Establishment Reports](image)

**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.

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 Jobseeker to view documents related to NCS portal.

1. Click on **Documents** from the top menu bar. This displays the documents screen.
2. Click on desired link to view the documents.

24. NCS Policy Documents

This link allows user to view documents related to NCS policies.

1. Click on Documents from the top menu bar. This displays the documents screen.

2. Click on desired link to view the documents.
25. RTI

Using this functionality, if user have any queries regarding the ministry user can file an RTI.

By Click on “RTI” link a Disclaimer Pop up will open to ask with user that he wants to proceed on External (Ministry Website) link or not. If user click on Continue Button on Pop up then user will move on http://www.labour.nic.in/applications-and-appeals page where he can file RTI.

26. Key Performance Indicators

Key performance Indicators Link Allow user to navigate on External URL http://www.labour.nic.in/rfd.
27. Annual Reports

Annual Reports Link Allow user to navigate on External URL [http://www.labour.nic.in/annual-reports](http://www.labour.nic.in/annual-reports).

28. Government Jobs

This Page allows user to see all government jobs and apply than by navigate on concern pages.

29. 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 organization update alerts”.

Bulk Emails received from system will have unsubscribe link at the bottom, to unsubscribe from mailers.

30. 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.
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.**

Please rate questions 1 - 3 using the below rating scale

<table>
<thead>
<tr>
<th>Rating Scale: 1 - 5 stars</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent</strong></td>
</tr>
<tr>
<td>★★★★★</td>
</tr>
</tbody>
</table>

**Q1 How would you rate NCS Portal with respect to the below**

User Friendliness: ★★★★★
Ease of Posting Job: ★★★★★
Ease of Searching and Shortlisting candidates: ★★★★★

Any feedback/suggestions:

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 and Responses screen.