

Government Department Handbook

NATIONAL CAREER SERVICE PORTAL

Directorate General of Employment
MINISTRY OF LABOUR

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

Government Department

In the National Career Service (NCS) portal a Government department is akin to an individual who is responsible for managing recruitment activities of a particular Government organisation on the portal. The NCS portal assists Gov. Department to search for jobseekers matching their requirements and hire them.

1. Registration

Any Govt. Department can register itself on NCS Portal by following the below mentioned steps:

- Visit **www.ncs.gov.in**, The Home Page will be displayed
- Click on **New User? Sign Up** button on right side of the Home Page.
- Select the Government Department option from the “**Register As**” drop-down. This displays the registration screen for Government Department user.
- Fill the complete Registration Form along with **Tax Deduction Account Number (TAN)** of the organization.
- In “Contact Details” section, enter “Gov. Domain Email ids” like abc@gov.in or abc@nic.in.
*Note: **Govt. Departments registered with non-government email ids will undergo Admin Approval process. Only upon successful approval, they can access and use their account functionalities.***
- After successful registration, an OTP will be sent to the registered mobile number. Use the same **OTP for successful verification.**
- After entering the OTP, Click on **Submit** button and the account will be created successfully.

2. Post New Job & Search Candidates

Government Department can post a new job & search candidates under his user account on the NCS portal once his Personal Identification is verified.

- Govt. Department can post job by clicking on the **Post New Job** link on the Left Panel of the Govt. Department Dashboard.
- The job details can also be saved as draft if Govt. Department wishes to save current job in draft mode.
- Govt. Department can post a job in two ways on NCS Portal and it is associated with two radio buttons i.e.
 - (i) **“We will be using NCS for seeking applications, shortlisting etc.”**
The Gov. Department can recruit jobseekers directly from the NCS Portal using this option.
 - (ii) **“I want the candidate to apply on our recruitment portal/channel”**
In this case, the Govt. Department will be using his own recruitment portal or channel for hiring. He can provide the URL of job advertisement on NCS portal using which the jobseeker would be redirected to the portal of that Gov. Department and further registration to the vacancy would happen directly at the portal of Government Department.
- Govt. Department can view the list of eligible candidates and the candidates who have applied for each of their posted job by using the **Jobs and Responses** page in the left panel of the employer dashboard.

- Every posted job ID on the Jobs and Responses has an **Action Button** which can be used to
 - i. Search candidates
 - ii. Shortlist Profiles
 - iii. Schedule Interviews
- Four Tabs would be available after search candidate page for each of the **Published Job**.
 - (i) Candidates who have applied
 - (ii) Other eligible candidates
 - (iii) Shortlisted Candidates
 - (iv) Scheduled Interviews
- Govt. Department type user can also search for candidates from a specific state or district and from a particular education institution by using “**Refine your Search**” filters.
- User when clicks on any Jobseeker name, will get an option to “View Documents/Certificates” of that jobseeker.

3. Shortlist Candidates

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

4. Schedule Interviews

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

5. Close Job – Notify Recruitment

- Govt. Dept. needs to close the job posting once that posting is expired/filled.
- Govt. Dept. can close job in the Jobs and Responses Page by selecting the **Close Job** option from the **Action button** of each posted job.

6. Add Sub – Users

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

7. Job Fairs & Events

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

For detailed information about the functionality of Government Department, please refer to the complete User Manual: https://www.ncs.gov.in/User_Manuals/Government_Department.pdf