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1. Overview

In the National Career Service (NCS) portal a Government Employer is akin to an individual who is responsible for managing activities of a particular government organisation on the portal. As a Government Employer, the NCS portal assists you to search for jobseekers who match the job requirements of your particular department and hire those jobseekers. To provide employment to jobseekers, you, as Government Employer have to first get yourself registered on the portal. Step-by-step instructions to perform different tasks on the NCS portal along with the objective of those tasks is described in various sections of this document.

The Government Employer module of the NCS portal covers the following functionality:

- Government Employer Home
- View/Update NCS Profile
- Post New Job
- Jobs Posted and Responses
- Expired Jobs
- Search Jobseeker
- Scheduled Interviews
- Add/Manage Sub Users
- Grievance /Feedback
- Announcements
- Organization 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 Process

The Government 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.

![Login Section](image)
1. Click the **New User? Sign Up** button from the **Login** section. The **Register As** screen displays.

![Register As Screen](image)

**Register As Screen**

2. Select the **Government Employer** option from the **Register As** drop-down list. This displays the Government employer user registration screen.
3. Enter the former registered name of the organisation if any
4. Select type of organisation from the drop-down list
5. Enter name of the organisation
6. Enter the Department/Minister Name.
7. Select the sector from the drop-down list
8. Enter a description for the organisation
9. Enter the address for the registered office
10. Select a state from the drop-down list
11. Select a district from the drop-down list
12. Select a sub-district, taluka, or tehsil from the drop-down list
13. Select the name of city or village from the drop-down list
14. Enter the pin code
15. Enter the landline number with area code and extension (if any)
16. Enter the ten digit mobile number
17. Enter the company’s Email ID
18. Enter the company’s official website address or URL
19. Enter Tax Deduction Account Number (TAN) of the organisation
20. Enter contact person’s name
21. Enter landline number of the contact person
22. Enter the ten digit mobile number for the contact person
23. Enter the contact person’s Email ID
24. Enter designation of the contact person in the organisation
25. Enter User ID and then click the Check User ID button to check the availability of the entered ID
26. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ $ %) for example: “pass@word1”.
27. Retype the same password for confirmation
28. Enter security code as shown in the displayed image
29. Check the I agree to terms and conditions check box. To read the terms and conditions document of the NCS portal, click the Click Here link.
30. Click the Submit button. After successful registration the Registration Status screen displays and a One Time Password (OTP) is send to your mobile number and also to your email ID (if mentioned in the User Details section of the registration form and not the organisation’s email ID).
31. 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.

32. After entering the OTP, Click on Submit button. Your account will be created successfully.  
**Note:** Government Employer can login and view/update their profile but cannot use the other functionality until their PAN number is verified.
Successful Registration Notification

2.3 Log into the NCS Portal

1. Enter login ID
2. Enter password
3. Click the Sign In button. This displays the Home screen for the Government Employer.

**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 Government 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 Government Employer can access all the tabs displayed on the left navigation panel.
In case of “Personal identification” verification fail, user can update or edit there “Personal identification” and again wait for verification with updated Organisation Personal identification number.

2.4 View/Update NCS Profile

This link allows Government Employer to view and update profile.

1. Click the View/Update Profile link from the left panel. This displays the Government Employer Profile screen.
2. Edit the required details
3. Click the Update button to save the changes
4. Cancel button will take user to Government Employer Screen.
2.5 Logout of the Application

At any point you can logout of the portal by using the **Sign Out** option.

![Sign Out Option](image)

3. Post New Job

This link allows you to post a new job on the NCS portal as a Government 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.
Post new Job Screen

2. Enter the job Reference Id
3. Enter Job Title.
4. Select Job Sector from the drop-down list.
5. Select Functional Area.
6. Select Functional Role.
7. Enter a description for the job - 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.

8. URL for Vacancy Detail is 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.

9. Select nature of job from the drop-down
10. Enter the number of Vacancies
11. Click the Calendar icon and then select job expiry date

**Note:** The expiry date of a job should be less than 100 days.

12. Select Job Location which is a mandatory field and recruiter can either select location as “All India” or a “Specific Location” (This field also takes auto complete Location)
13. Select Gender Preference from the drop-down list
14. Click on **Ex-Serviceman preferred** check box, if you are retired from service.
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”, 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>Do you need people with specific Educational Qualifications?</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 Required Qualifications section will look like this:
After Adding the Qualification and Specialization

18. Click on the additional information.
19. Select Minimum and Maximum Experience in Years from the drop-down.
20. Enter minimum and maximum salary.
21. Select Salary/Wage type from the drop-down.
22. Enter the days availability to join.
23. Select the appropriate caste category check box.
24. Click on “Age/Date of birth” preference.
25. Select candidate’s Min and Max age preferences from the drop-down.
26. On job, Posting Page Govt Employer can specify the age range restriction for the jobseekers who would be eligible to apply for the said job. For example, a Govt 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 Govt 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.

27. Click on Contact Details.
28. Enter name of the person who can be contacted for this job
29. Enter the landline number
30. Enter the mobile number
31. Enter Email ID
32. Click on ✔ check box, if you wish to share your mobile number with Jobseeker.
33. Click on ✔ check box, if you wish share your email with Jobseeker.
34. Click on Post Job button
35. 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

36. Click on Save as Draft button, if you wish to save current job in draft mode.
37. 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 Government Employer Home Page

3.2 Post Drafted Job

This link allows you to post a drafted job.

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

2. Click the **Action** button
3. Click the **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. **Jobs Posted and Responses**

   This link allows you to view and edit responses to posted job, search for candidates, and even activate or deactivate posted jobs.

   **4.1 Filter Jobs**
   As a Government 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 (Expanding 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).

4.2 View Jobs

1. Click the Jobs Posted and Responses link from the left panel. This displays the list of Jobs posted.

2. As an organisational user, you will be able to view the list of qualified candidates by clicking
on number of applications displayed on the Jobs Posted and Responses screen only for published jobs. By clicking the number of applications, you will navigate to the Job Application Details screen.

On the Job Application Details screen, you will be able to search candidates based on parameters such as Total Experience, Education, specialisation and Highest Education. You can apply the filters available in the refinement panel on the right to further refine your search and can reset the same as required. Also, you can see the number of job fair applications received for specific job.

Refine Job seeker profile panel of the Search candidate result enables and Government 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 a Government Employer user to further refine their search results for appropriate candidates.

Search Candidate Result Page

4.3 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 dropdown list display when you select this option.

![Reason For Closing Job](image)

**Reason Completed through Any Source Other than NCS 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 dropdown list as reason for closure of job by not hiring candidates from the NCS portal.
Reason for Not Hiring from NCS Drop-down List

A text field displays when you select the **Any Other reason** option from the drop-down.

**Text Field for Entering Any Other Reason for Not Hiring from NCS**

Enter the reason in the text field.

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

4. Click the Submit button

4.4 Edit Jobs

1. Click the Jobs Posted and Responses link from the left panel. This displayed the Jobs Posted and Responses screen.

   Edit a Posted Job

   1. Search the job to be edited, click on Action button and select Edit option.
   2. 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.

3. Click on **Update** button.
4. Cancel button will take User again to “Jobs Posted and Responses” page

### 4.5 Search Candidate

This link allows Government Employer to search for candidates and send them an interview request.

1. Click the **Action** button and then select the **Search Candidate** option. The **Search Candidate** screen displays.
Search Candidate Screen

Note: The Total Experience (in years) fields are editable and you can change the value in these fields as required.

2. Click the Search button. This displays the Search Candidates Result screen.
3. 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 of these search result pages, that is, the Eligible candidates (Jobseekers- Applied, Jobseekers- Not Applied) tab, Applications Not Matching Job Criteria 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.

Search Candidates Result Screen (Other Eligible Candidates Tab)

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. Government Employer can see a Video profile icon along with the name of the candidate. This indicates that the candidate’s Video Profile is complete and approved. Government 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.
From Send, interview request page Government 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.

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

4.6 Shortlisted Profile

The Shortlisted Profiles tab associated with the Jobs Posted and Responses feature allows you 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.

![Shortlisted Profiles](image)

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.

4.7 Send Interview

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 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.

4.8 Reschedule Interview

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 sent 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”.
4.9 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 button](image)

A file is download on your system in Excel format.

2. Access the downloaded file.

![Excel file](image)

**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.
4.10 Scheduled Interview for a Job

The Scheduled Interviews tab associated with the Jobs Posted and Responses feature allows you 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.

4.11 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.

   ![](image)

   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.

5. **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. These notifications are applicable only on jobs for which the organisation is seeking applications from jobseekers on the NCS portal (rather than on any other Government portal).

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.

5.1 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.

5.2 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.

5.3 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.

6. 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.
Recruitment Completed through NCS 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.

Recruitment Completed through Any Source Other than NCS 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.

Reason for Not Hiring from NCS Drop-down List

A text field displays when you select the Any Other reason option from the drop-down.

Text Field for Entering Any Other Reason for Not Hiring from NCS

Enter the reason in the text field.

c. Recruitment Deferred – No mandatory field displays when you select this option.
5. Click the Submit button

7. Search Jobseeker

The NCS portal enables you to search for normal jobseekers as well as job seekers associated specifically with the Health Sector.

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 the Government Employer to further refine their search results for appropriate user.

8. Scheduled Interviews

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

Scheduled Interviews Screen

Note: The Interview Comments column on this screen mentions whether the interview was accepted or rejected (with reason for rejection) by the respective candidate. You 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 Primary Member Request.

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.

![Jobs Dashboard](image)

**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 Government Employer to post any feedback/grievance, query, and request.

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

   ![Grievance/Feedback Screen](image)

   **Grievance/Feedback Screen**

2. Enter your name
3. Enter your Email ID
4. Enter your mobile number
5. Select a state from the drop-down list
6. Select a district from the drop-down list
7. Select type of case from the drop-down list
8. Stakeholder (displays your profile type - this field cannot be edited)
9. Select case category from the drop-down list
10. Select sub category of the case from the drop-down list
11. Enter the description for the case
12. Attach the attachments.
13. Review the security image and enter the displayed text
14. Click the **Submit** button
11. Grievances/Feedback (navigation panel link)

This link, from the left navigation panel, allows Government 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 Government Employer.
13. Organisation Preferences

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

Organisation Preferences

Functionality can be accessed, by check/uncheck the “subscribe to organisation update alerts”.

Bulk emails received from the system have an unsubscribe link at the bottom, to unsubscribe from mailers.

Unsubscribe Link
14. Job Fair and Events

This section of the document describes how an Placement organisation 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. Placement organisation can either click on a Job Fair link displayed in the section or Placement organisation 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 Placement organisation based on their search filter criteria (state, industry, and sector) will be displayed as a listing.

14.1 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.

   ![Job Fair Calendar](image)

   **Job Fair Calendar**

   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.
14.2 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.

2. Next, click the Proceed button. The Job Fair Details page displays.
3. For participating in a Job Fair, Placement organisation 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. Placement organisation 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, Placement organisation 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.
14.3 Hiring Process through NCS Portal

With the start of Jobseeker Participation date till it ends, Placement organisation receives the email notification as the jobseeker applies to the job(s) posted by him. Then Placement organisation 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.
14.4 Job Closure Process

After Placement organisation 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.

14.5 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.
iii. The details of the selected event display on a pop-up.

![Event Details Pop-up](image)

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.
### 14.6 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.

### 15. Share Feedback

This link allows you to share feedback about the NCS portal.
1. Click on **Share Feedback** from left panel. The **Share Feedback** screen displays.

![Share Feedback Screen](image)

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).

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>Excellent</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: 

![Rated Question Options](image)
3. Enter feedback or suggestions (optional) in the provided text field.

<table>
<thead>
<tr>
<th>Please rate questions 1-3 using the below rating scale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rating Scale: 1 - 3 stars</strong></td>
</tr>
<tr>
<td>Excellent</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 :

Optional Feedback/Suggestions Field

4. Click 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.

16. Change Password

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

1. Click the **Change Password** option from Sign-Out menu. The **Change Password** screen displays.
2. Enter old password
3. Enter a new password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ $ %) for example: “pass@word1”.
4. Retype the same password for confirmation
5. Click the Change Password button to update the password

17. Change Username

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

1. Click the Change Username option from Sign-Out menu. The Change Username screen displays.
2. Enter new Username
3. Click “Check User ID” button to check whether this User ID is available or not to use
4. Click the Generate OTP button
5. An OTP is generated and will be sent to your registered mobile number
6. Enter the OTP you receive
7. Your Username is now changed

18. 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.

Select **Deactivate User** from **Sign Out** menu

Deactivate User option in 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

19. 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 Government Employer from the “I am” drop-down list
3. Enter NCS ID
4. Enter Email
5. Enter Mobile Number
6. Enter Security Code
7. Click Generate OTP
8. Enter OTP and click Submit OTP
9. A message is sent with new Username and Password on registered mobile number of the user

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

You cannot use your last password 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 Passwords cannot be same.”

![Change Password Form](image)

21. 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.

![Logout Pop-Up](image)
22. 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 Govt. Dept. option from the I am drop-down list
3. Enter NCS ID, Email, Mobile Number, and the security code that displays
4. Click generate OTP button
5. An OTP is generated and will be sent to your registered mobile number
6. Enter OTP you receive
7. Click Submit button
8. The system will retrieve your Username and display it
23. 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”.

National Career Service
Ministry of Labour & Employment

Dear NCS User,

Your account has been locked due to too many failed login attempts. Please use Forgot Password feature to unlock your account and login.

Please login to www.ncs.gov.in for more information.

Sincerely,
NCS Team
Ministry of Labour & Employment

DGE(NCS Portal): Dear NCS User, Your account has been locked due to too many failed login attempts. Please use Forgot Password feature to unlock your account and login.
24. 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.

24.1 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.

   Reports Screen

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

This displays a report link that enables you to view the required report.
24.2 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.

   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.
24.3 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.

24.4 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.
2. Click the required link to view the listed NCS policies.

24.5 EEx Statistics

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

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

24.6 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.

24.7 Key performance Indicators

This link allows you to view key performance indicators.

1. Click the Reports & Documents link from the top menu bar and then the Key Performance Indicators link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the Continue button, you are navigated to the following external URL: http://www.labour.nic.in/rfd.

24.8 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.

24.9 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.

24.10 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.