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1. Overview

In the National Career Service (NCS) portal a Government department is akin to an individual who is responsible for managing activities of a particular government organisation on the portal. As a Government department, 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 a Government department 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 department module of the NCS portal covers the following functionality:

- Government Department Registration
- View/Edit Government Department Profile
- Post New Job
- Search Candidate
- Jobs and Responses
- User Management
- Feedback on Local Services
- Events
- Change Password
- Reports
- Documents

1.1 Access the Application

To access the NCS portal, type the following website address or Uniform Resource Locator (URL) in the address bar of your Internet browser: http://www.ncs.gov.in/. The Home page of the NCS portal displays.
NCS Portal Home Page

1.2 Registration Process

As a Government department, you need to get yourself registered on the NCS portal before you can avail the facilities provided by the portal. The **New User? Sign Up** button on the Login section of the portal’s Home page allows you to initiate the registration process. As per the registration process, you get to create a password and generate a user name for all your future logins. Your login credentials also enable you to make use of other functionalities of the NCS portal.
Login Section

1. Click the **New User? Sign Up** button from the Login section. The Register As screen displays.

Register As Screen

2. Select the Government Department option from the Register As drop-down list. This displays the Registration screen for a Government department user.
Registration Screen
3. Enter name of the organisation
4. Enter the former registered name of the organisation if any
5. Select type of organisation from the drop-down list
6. Select the sector from the drop-down list
7. Enter a description for the organisation
8. Enter the address for the registered office
9. Select a state from the drop-down list
10. Select a district from the drop-down list
11. Select a sub-district, taluka, or tehsil from the drop-down list
12. Select the name of city or village from the drop-down list
13. Enter the pin code
14. Enter the landline number with area code and extension (if any)
15. Enter the ten digit mobile number
16. Enter the company’s Email ID
17. Enter the company’s official website address or URL
18. Enter Tax Deduction Account Number (TAN) of the organisation
19. Enter contact person’s name
20. Enter landline number of the contact person
21. Enter the ten digit mobile number for the contact person
22. Enter the contact person’s Email ID
23. Enter designation of the contact person in the organisation
24. Enter User ID and then click the Check User ID button to check the availability of the entered ID
25. 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”.
26. Retype the same password for confirmation
27. Enter security code as shown in the displayed image
28. 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.
29. Click the Submit button. After successful registration the Registration Status Screen displays and OTP will be send to provided mobile number and also to your email ID (email ID mentioned in the Contact Details section of the registration form and not the organization’s email ID).
30. Enter the OTP verification code which you receive on your registered mobile number and then the OTP which you receive on your email ID (mentioned in the Contact 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 the Resend link, if you don’t receive the OTP.

31. Click the Submit button. Your account has now been created.

**Note:** As a Government department user, you can login and view or update your profile but cannot use any other functionality on the NCS portal until your Aadhaar Number is verified.
Successful Registration Notification

1.3 Log into the NCS Portal
   1. Enter login ID
   2. Enter password
   3. Click the OK button. This displays the Home screen for the Government department.

   **Note:** If you consecutively enter the wrong password for nine times your account will be blocked. In such a case the **Forgot Password** option is enabled that allows you to reset your password.

   ![Login Screen]

   You have exceeded the number of allowed password attempts. Please click on **Forgot Password** to reset your password.

   ![Reset Password Notification]

   ![Login Screen]

   ![Forgot Password Notification]
After Login Government Department will navigate on Government Department home page where Government Department can access only view update profile option, until and unless the Personal identification is pass. Once Organisation Personal identification verification is pass then Government Department can access all the left navigation tabs.

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.
1.4 Admin Approval Process:
All Government department register with non-government email ID get approval from Admin. Also pending on Admin end for approval, until and unless Admin will approve those users then only they can access their accounts.

Admin can either approve, reject or ask for more information. Respective users will come under respective filters after action made by Admin.
1.5 View/Update Government Department Profile

This link allows you to view and update the profile of your Government department.

1. Click the View/Update Profile link from the left panel. This displays the Government Department Profile screen.
2. Edit the required details

**Note:** The NCIS ID assigned to you by the NCS portal displays at the top of this screen.

3. Click the **Update** button to save the changes

**1.6 Logout of the Application**

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

**2. Post New Job**

This link allows you to post a new job on the NCS portal as a Government department user.

**2.1 Post a New Job**

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

2. Enter the job reference id
3. Enter Job Title.
4. Select the sector the job is associated with from the drop-down list
5. Select Functional Area.
6. Select Functional Role.
7. Enter a description for the job.
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. Check the Future Job ✓ check box, if you wish to publish the job in the future.
10. Select the future job activation date.
11. Enter details of the desired qualification based on minimum qualification such as post graduate, graduate and under graduate.
12. 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).
13. Select Minimum and Maximum Experience in Years from the drop down.
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. Select relevant minimum and maximum experience from the drop-down list
15. Enter a job location
16. Enter key skills required for the job
17. Select nature of job from the drop-down list
18. Enter minimum and maximum salary for the job
19. Select salary/wage type from the drop-down list
20. Click the Calendar icon and then select job expiry date
   
   Note: The expiry date of a job should be less than 60 days.

21. Select the job shift type from the drop-down list
22. Enter the days that are available to the jobseeker for joining
23. Date of Birth Requirement is used to provide the Date of Birth limit in posted Job.
24. Select the preferred age of a candidate from the drop-down list
25. Select the appropriate gender preference for the job from the drop-down list
26. Check the appropriate caste check box.
27. Click the Ex-Serviceman check box, if you are retired from military service.
28. Select the appropriate abled option
29. Enter the number of vacancies for the job
30. Enter certification details required for the job
31. On job, Posting Page Govt Department can specify the age range restriction for the jobseekers who would be eligible to apply for the said job. For example, an Govt Department 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 Department to filter out unwanted applications based on age range specified for the job.

"Age/Date of Birth" Preference

Note: This section is used to define "Age / Date of Birth Preference" required for a job, based on a "As on Date".

- If above checkbox is selected, input related to age requirements, become mandatory.
- If "Age Preference" is selected, Date of Birth will be calculated based on the "As on Date".
- If "Date of Birth Preference" is selected, Age will be calculated based on the "As on Date".

Please note that only Dates shown in "Date of Birth Preference" will be used to match while searching candidates.

As On Date

Note: All age requirements related calculations and shortlisting will be done based on "As on Date".

<table>
<thead>
<tr>
<th>Age Preferences (in Years)</th>
<th>Min:</th>
<th>Max:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Min. Year(s)</td>
<td>Max. Year(s)</td>
</tr>
</tbody>
</table>

Note: Please select either "Min" or "Max" age or both, for "Age Preference".

Date of Birth Preference

From: To:

Note: Please select either "From" date or "To" date or both, for "Date of Birth Preference".

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.

32. Enter name of the person who can be contacted for this job
33. Enter the landline number
34. Enter the mobile number
35. Enter Email ID
36. Check the ☑ check box, if you wish to share your mobile number with jobseekers
37. Enter Email ID that jobseekers can use to obtain information about the job
38. Check the ☑ check box, if you wish to display contact information in the job vacancy
39. Click the Post Job button.
40. 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
41. Click on **Save as Draft** button, if you wish to save current job in draft mode
42. The **Confirm** pop-up displays
   a. Click **Ok** to save the post as a draft
   b. Click **Cancel** to prevent saving a draft copy

2.2 Post Drafted Job
This link allows you to post a drafted job.

1. Click the **Jobs and Responses** link from the left panel. This displays all jobs whether they are published or drafted on the **Jobs and Responses** screen.
2. Click the **Action** button
3. Click the **Publish** option to post a job
   Check the check box that corresponds with the Job ID and then click the **Delete** button to remove the draft job.

### 3. Search User

This link allows you, as a Government Department user, to search for candidates against jobs that have been posted on the NCS portal.

1. Click the **Search User** link from the left panel. The **Search User** screen displays.
Search User Screen

2. Enter search keyword
3. Click the Search button to view the candidate count on the Search User Result screen.
4. User needs to enter search criteria like keyword (Expertise/Skills)
5. Click on Search button to view the candidate count matches with the skills entered to search
6. The search result list will be displayed on the basis of given criteria
7. See candidate’s resume by clicking the candidate’s name from the list
8. Options provided in the Refine your Search panel enables the Government Department to further refine their search results for appropriate user.
4. Jobs 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 Posted Jobs

As a Government Department 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).

![Jobs and Responses Screen]

4.2 View Posted Job

1. Click the Jobs and Responses link from the left panel. This displays the Jobs and Responses screen with the posted jobs.
### Jobs and Responses Screen

2. Check the check box corresponding to the Job ID and then click the **Delete** button to remove that particular posted job.

3. 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 and Responses** screen only for published jobs. By clicking the number of applications, you will navigate to the **Job Application Details** screen.
Number of Applications

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 Department 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 Department user to further refine their search results for appropriate candidates.
Search Candidate Result Page

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Employment Status</th>
<th>Experience</th>
<th>Last updated on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Seeker</td>
<td>Unemployed</td>
<td>5 years/2 months</td>
<td>29/06/2019</td>
</tr>
<tr>
<td>pann mal rana</td>
<td>Notspecified</td>
<td></td>
<td>27/09/2019</td>
</tr>
<tr>
<td>shubhank singh</td>
<td>Notspecified</td>
<td></td>
<td>27/06/2019</td>
</tr>
<tr>
<td>Ravi Bansal</td>
<td>Employed</td>
<td>3 years/1 month</td>
<td>07/12/2019</td>
</tr>
<tr>
<td>salman shah</td>
<td>Notspecified</td>
<td></td>
<td>27/06/2019</td>
</tr>
<tr>
<td>Bansal</td>
<td>Employed</td>
<td>Full Time Regular</td>
<td>04/12/2019</td>
</tr>
<tr>
<td>counsellor</td>
<td>Apprentice</td>
<td>1 year/1 month</td>
<td>09/12/2019</td>
</tr>
<tr>
<td>jiten</td>
<td>Self</td>
<td></td>
<td>05/12/2019</td>
</tr>
<tr>
<td>sushma khera</td>
<td>Employed</td>
<td>Private</td>
<td>09/12/2019</td>
</tr>
<tr>
<td>shivat khera</td>
<td>Notspecified</td>
<td></td>
<td>07/06/2019</td>
</tr>
<tr>
<td>Deepsa Sharma</td>
<td>Employed</td>
<td></td>
<td>20/08/2019</td>
</tr>
<tr>
<td>sanjana shah</td>
<td>Notspecified</td>
<td></td>
<td>16/08/2019</td>
</tr>
<tr>
<td>keerthi nath</td>
<td>Notspecified</td>
<td></td>
<td>01/12/2019</td>
</tr>
<tr>
<td>Asmita khera</td>
<td>Employed</td>
<td></td>
<td>09/12/2019</td>
</tr>
<tr>
<td>Aashish Kumar</td>
<td>Employed</td>
<td></td>
<td>27/07/2019</td>
</tr>
<tr>
<td>Priyamadhati</td>
<td>Employed</td>
<td></td>
<td>03/12/2019</td>
</tr>
<tr>
<td>nadi</td>
<td>Unemployed</td>
<td>3 years/3 months</td>
<td>09/12/2019</td>
</tr>
<tr>
<td>Rakhman Rao</td>
<td>Employed</td>
<td></td>
<td>27/07/2019</td>
</tr>
<tr>
<td>harsa shah</td>
<td>Notspecified</td>
<td></td>
<td>13/07/2019</td>
</tr>
<tr>
<td>abhay jain</td>
<td>Notspecified</td>
<td></td>
<td>27/07/2019</td>
</tr>
</tbody>
</table>
4.3 Close Posted Job

1. Click the Jobs and Responses link from the left panel. The Jobs and Responses screen displays with the posted jobs.

2. Click on Action button and select the Close Job – Notify Recruitment option. This displays the Reason for Closing Job pop-up.
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:

Options for Closing a Job

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)

**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 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.
Recruitment Deferred Option

4. Click the **Submit** button

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Job Title</th>
<th>Created On</th>
<th>Expiring On</th>
<th>Total NCS Applications</th>
<th>Job Status</th>
<th># Candidates Hired</th>
</tr>
</thead>
<tbody>
<tr>
<td>11Q81-1930035056</td>
<td>Carpenter</td>
<td>08/10/2018</td>
<td>10/10/2018</td>
<td>0</td>
<td>Closed</td>
<td>-</td>
</tr>
<tr>
<td>134353-3353130771</td>
<td>Carpenter</td>
<td>08/10/2018</td>
<td>30/09/2018</td>
<td>0</td>
<td>Closed</td>
<td>12</td>
</tr>
</tbody>
</table>

Candidates Hired Column
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.

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

   ![Jobs and Responses screenshot](image)

   **Edit a Posted Job**

   2. Click the Action button and then select the Edit option
   3. Edit the Job Expiry date and number of vacancies
   4. Click the Update button

4.5 Search Candidate
This link allows you 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 three separate search result tabs namely:

- 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. Government Department 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 Department 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 the Action button
7. Select the Send Interview Request corresponding to the required candidate’s name.

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

8. On the “Other Eligible Candidate” tab, you will be able to search candidates on the basis of their Total Experience, Gender and Employment Status. You can also make use of the refinement panel to narrow down the search result and can also reset the applied filters in the refinement panel.

9. Check the required Candidate Name check box and then click the Shortlist Candidate button.

4.6 Shortlisted Profile

The Shortlisted Profiles tab associated with the Jobs 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 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.

![Image of 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 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.

### 4.8 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”.

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.
A file is downloaded on your system in Excel format.

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

### 4.10 Scheduled Interview for a Job

The *Scheduled Interviews* tab associated with the *Jobs 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 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.

   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.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Job ID</th>
<th>Job Title</th>
<th>Created On</th>
<th>Expiring On</th>
<th>Job Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1277-2227289735</td>
<td>Engineer 1</td>
<td>22/02/2017</td>
<td>31/12/2018</td>
<td>Expired</td>
<td>Action</td>
</tr>
<tr>
<td>2</td>
<td>1277-22236912139</td>
<td>Testing Job Fair</td>
<td>22/02/2017</td>
<td>31/12/2018</td>
<td>Expired</td>
<td>Action</td>
</tr>
<tr>
<td>3</td>
<td>1278-0322095109</td>
<td>Testing Title</td>
<td>22/02/2017</td>
<td>31/12/2018</td>
<td>Expired</td>
<td>Action</td>
</tr>
<tr>
<td>4</td>
<td>1278-1235271402</td>
<td>pilot level</td>
<td>22/02/2017</td>
<td>31/12/2018</td>
<td>Expired</td>
<td>Action</td>
</tr>
<tr>
<td>5</td>
<td>1278-1319136338</td>
<td>Guest new</td>
<td>22/02/2017</td>
<td>31/12/2018</td>
<td>Expired</td>
<td>Action</td>
</tr>
<tr>
<td>6</td>
<td>1278-1321770575</td>
<td>crew</td>
<td>22/02/2017</td>
<td>31/12/2018</td>
<td>Expired</td>
<td>Action</td>
</tr>
<tr>
<td>7</td>
<td>1278-15905496702</td>
<td>Business Analyst</td>
<td>22/02/2017</td>
<td>31/12/2018</td>
<td>Expired</td>
<td>Action</td>
</tr>
<tr>
<td>8</td>
<td>1278-1607338606</td>
<td>Manufacturing</td>
<td>22/02/2017</td>
<td>31/12/2018</td>
<td>Expired</td>
<td>Action</td>
</tr>
<tr>
<td>9</td>
<td>12964-1693204733</td>
<td>New Job</td>
<td>22/02/2017</td>
<td>31/12/2018</td>
<td>Expired</td>
<td>Action</td>
</tr>
<tr>
<td>10</td>
<td>12064-2041219870</td>
<td>Law</td>
<td>22/02/2017</td>
<td>31/12/2018</td>
<td>Expired</td>
<td>Action</td>
</tr>
</tbody>
</table>

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:

Reason for Closing Job Pop-up

--- Select ---
Options for Closing a Job

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 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)

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 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. **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.

<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>Interviewer 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 this date. Please reschedule the interview.</td>
<td>Close Interview</td>
</tr>
<tr>
<td>2</td>
<td>Tiotama shah</td>
<td>Driver</td>
<td>10/04/2019</td>
<td>New Building near Ypro service centre</td>
<td>In person</td>
<td>Active</td>
<td>Accepted – 63 Apr 2019 12:09PM</td>
<td>Close Interview</td>
</tr>
</tbody>
</table>

**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.
8. User Management

This link allows you, to define and manage various user roles of the NCS portal. Specifically, you can define the role of a portal user either as a Government department admin or as a member. You can also manage the role and rights of users with the member profile.

8.1 Primary Member Request

This link allows you to change the profile of an ordinary member user to the position of a Primary Member (owner) of your organisation.

1. Click the User Management link from the left panel. This displays the User Management screen.

   ![User Management Screen](image)

   **User Management Screen**

2. Click the Primary Member Request link corresponding to the name of the user whom you want to make the primary member (owner). This displays the Primary Member Details pop-up.
Primary Member Details Pop-up

3. Select the Unique Identification type from the drop-down list
4. Enter the number for the selected UID type
5. Enter the name of the primary member
6. Enter guardian or father’s name of the primary member
7. Select the date of birth of the primary member from the calendar
8. Select the appropriate gender of the primary member
9. Enter landline number of the primary member
10. Enter the ten digit mobile number for the primary member
11. Enter the primary member’s Email ID
12. Enter designation of the primary member in the organisation
13. Click the Submit button to send the request for verification. Verification is complete when Personal PAN/Aadhaar of the member is verified. After your request has been verified, the existing primary member account will be deactivated.
Verification Under Process Status

Note: If the verification of the member fails, then you can send the primary member request for another member of your organisation.

8.2 Add Member
This link allows you to add a portal user for your organisation either as a Government department admin or as a member.

1. Click the User Management link from the left panel. This displays the User Management screen.

User Management Screen

2. Click the Add User button. This displays the Add Organisation Member screen.
3. Enter the name of the member
4. Enter the designation of the member
5. Enter the member’s Email ID
6. Enter the ten digit mobile number for the member
7. Enter the landline number of the member with area code and extension (if any)
8. Select the user role from the drop-down list
9. Enter User ID and then click the Check UserID button to check the availability of the entered ID.
10. 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”.
11. Retype the same password for confirmation
12. Click the Submit button

8.3 Manage User
1. Click the User Management link from the left panel. The User Management screen displays.
User Management Screen

2. Click the Manage User link corresponding to the user name. This displays the Manage User screen with the details of that particular user.

Manage User Screen

Click the Reset Password button, if you want to reset the password of the user. The new password that is generated by the portal is sent on the register mobile number of the user.

Click the Activate/Deactivate button to change the status of the user account as required.
8.4 Manage Role

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

3. Check the appropriate role check box

4. Click the Save button

9. Feedback on Local Services

This link allows you to give your feedback to local service providers on the quality of their service.

1. Click the Feedback on Local Services link from the left panel. The Feedback on Local Services screen displays.
Feedback on Local Services Screen

2. Click the **Give Feedback** link corresponding to a request. The **Feedback Form** pop-up displays.

Feedback Form Pop-up

3. Select the service availed start and end date from the corresponding calendar

4. Check the **Availed** check box to enable additional feedback options
Service Availed Feedback Options

5. Select the appropriate radio button
6. Click the Submit button

10. Events

This link allows you to view upcoming events and register yourself for those events.

1. Click the Events link from the left panel. The Search Events screen displays.
11. Grievance/Feedback

This link allows you to post any feedback, grievance, query, or request regarding the NCS portal.
Grievance/Feedback Link

1. Click the **Grievances/Feedback** link from the footer section of the screen. The **Grievance/Feedback** screen displays.
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. Review the security image and enter the displayed text
13. Click the Submit button
14. Click the Help tool tip to know about Case Category and Case Sub Category types

Help Tool Tip

12. Cases

This link allows you, to review the status of registered cases. Using the Give Feedback link you can provide your feedback on resolved or closed cases, registered with the NCS call centre.

Cases Screen

Once you click the Give Feedback link, the Feedback pop-up displays with Cancel and Submit buttons. Enter the feedback and click the Submit button.

Feedback Pop-up
13. Announcements

This link allows you, as a Government department user to review documents that have been uploaded on the NCS portal.

Click the My documents link from the left panel. This displays the My Documents screen.

![My Documents Screen]

14. 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 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. Enter Security Code as shown in figure
6. Click the Change Password button to update the password

15. 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. 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. 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

16. 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

17. 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 the Reports & Documents link from the top menu bar and then the MIS Reports link from the left panel. This displays the 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.

18. 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

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.

Available Reports

19. 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.

   ![Establishment Reports Screen](image)

   - **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.

   ![Available Reports](image)

   - **Available Reports**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>File Name</th>
<th>File Type</th>
<th>File Size</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Government Organizations - Gurgaon.xls</td>
<td>xls</td>
<td>89.53 KB</td>
<td>00/01/2017 12:14 PM</td>
</tr>
</tbody>
</table>
20. Documents

This link allows you to view documents related to the NCS portal.

1. Click the Reports & Documents link from the top menu bar and then the Documents link from the left panel. This displays the Documents screen.

2. Click the desired link to view the listed documents.

21. NCS Policy Documents

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

1. Click the Reports & Documents link from the top menu bar and then the 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.
22. RTI

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

1. Click the Reports & Documents link from the top menu bar and then the 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.

Redirection Notification

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.

23. 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.
Redirection Notification

2. If you click the Continue button, you are navigated to the following external URL: http://www.labour.nic.in/rfd.

24. Annual Reports

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

1. Click the Reports & Documents link from the top menu bar and then the 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.

Redirection Notification

2. If you click the Continue button, you are navigated to the following external URL: http://www.labour.nic.in/annual-reports.
25. Government Jobs

This link allows you to review all Government jobs available in different ministries and departments. You can also apply to those jobs by accessing the concerned websites and web pages.

1. Click the **Reports & Documents** link from the top menu bar and then the **Government Jobs** link from the left panel. A screen displays listing various Government jobs and URLs for those jobs.


<table>
<thead>
<tr>
<th>#</th>
<th>Ministry</th>
<th>Department</th>
<th>Home Page</th>
<th>Recruitment Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ministry of Agriculture</td>
<td>Department of Agriculture and Co-operative</td>
<td><a href="http://lagicoop.nic.in/">http://lagicoop.nic.in/</a></td>
<td><a href="http://lagicoop.nic.in/Recruitments.aspx">http://lagicoop.nic.in/Recruitments.aspx</a></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Department of Agricultural Research and Education</td>
<td><a href="http://irnrc.nic.in/">http://irnrc.nic.in/</a></td>
<td><a href="http://www.jcr.org.in/en/node/1151">http://www.jcr.org.in/en/node/1151</a></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Department of Animal Husbandry, Dairying and Fisheries</td>
<td><a href="http://iraids.nic.in/">http://iraids.nic.in/</a></td>
<td><a href="http://iraids.nic.in/Recruitment">http://iraids.nic.in/Recruitment</a></td>
</tr>
<tr>
<td>5</td>
<td>Ministry of Chemicals and Fertilizers</td>
<td>Department of Chemicals and Petro-Chemicals</td>
<td><a href="http://chemicals.nic.in/">http://chemicals.nic.in/</a></td>
<td><a href="http://chemicals.nic.in/Recruitment">http://chemicals.nic.in/Recruitment</a></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Department of Fertilizers</td>
<td><a href="http://fert.nic.in/">http://fert.nic.in/</a></td>
<td><a href="http://fert.nic.in/Recruitment/release-archive">http://fert.nic.in/Recruitment/release-archive</a></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Department of Pharmaceuticals</td>
<td><a href="http://pharmaceuticals.gov.in/">http://pharmaceuticals.gov.in/</a></td>
<td><a href="http://pharmaceuticals.gov.in/Vacancy">http://pharmaceuticals.gov.in/Vacancy</a></td>
</tr>
</tbody>
</table>

**Listed Government Jobs**

2. Click the home page link or the recruitment page link of the required listed job post.

26. Organisation Preferences

This link allows you to subscribe or unsubscribe to any bulk email that is sent by the NCS portal.

1. Click the **Organisation Preferences** link from the left panel. The **Organisation preferences** screen displays.
Organisation Preferences

2. Check the **Subscribe to organisation updation alerts** check box to enable this functionality.

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

Unsubscribe Link

27. Share Feedback

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

1. Click on **Share Feedback** from left panel. The **Share Feedback** screen displays.
2. Rate all the options for each displayed question (from Q1 to Q3) using the following rating scale: Excellent (five stars), Very Good (four stars), Good (three stars), Average (two stars), and poor (one star).

Please rate questions 1 - 3 using the below rating scale

Rating Scale: 1 - 5 stars

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>★★★★★</td>
<td>★★★★★</td>
<td>★★★★</td>
<td>★★★</td>
<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:

Q2 How would you rate candidate profiles available on the portal with respect to the below

Qualification: ★★★★★
Work Experience: ★★★★★
Skills: ★★★★★

Any feedback/suggestions:

Q3 Overall Rating for NCS portal
★★★★★
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 - 3 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:

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 and Responses screen.