

Jobseeker Handbook

NATIONAL CAREER SERVICE PORTAL

Directorate General of Employment
MINISTRY OF LABOUR

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

Jobseeker

A jobseeker is a person who is looking for a viable employment (job) opportunity. To get a job through the NCS portal as a jobseeker, you need to first register yourself on the portal.

1. Registration

Any Jobseeker can register itself on NCS Portal by following the below mentioned steps:

- Visit **www.ncs.gov.in**, The Home Page will be displayed
- Click on **New User? Sign Up** button on right side of the Home Page.
- Select the Jobseeker option from the “**Register As**” drop-down. This displays the employer user registration screen.
- Fill the complete Registration Form basic details along with Unique Identification Number (either of Pan card, Voter’s Identity Card, Passport, Driving License, or UAN Number)
- After successful registration, an OTP will be sent to the registered mobile number. Use the same **OTP for successful verification**
- After entering the OTP, Click on **Submit** button and the account will be created successfully.
- NCS offers two kinds of profiles for Jobseekers
 - (i) **Detailed Profile:** For Jobseekers with qualification above class 12th
 - (ii) **Short Profile:** For Jobseekers with qualification below class 12th

2. View and Update Jobseeker Profile

Once registered on NCS Portal, the Job seeker should **update profile to get Job recommendations** and noticed by Employers for relevant openings.

- Click on “View/Update NCS Profile” in left navigation panel and update profile
 - (i) **Detailed Profile** - Personal information, Physical Attributes, Communication, Education and Training, Experience, Other Skills, My references, Preferences all the tabs need to be updated
 - (ii) **Short Profile** - Only needs to update Personal Information and Communication Tabs
- Jobseekers must update their education and experience details to ensure relevant job matching

3. Download Resume

- Jobseekers can download a standard CV by selecting **View and download CV** on the Left Navigation Panel of the Jobseeker dashboard
- The CV would be system generated as per the details updated by the jobseeker in *View/Update NCS Profile*

4. Search and apply Jobs

- Once profile is updated, Jobseeker can search jobs by clicking on **Search Jobs** tab in the left navigation panel of the jobseeker dashboard
- Jobs search can be **customized by using specific keywords**, Location, Expected Salary etc. or using **advanced search parameters** to further narrow down the results
- After setting the search criteria, click the Search button to view search results in the Jobs section of the screen

- Jobseeker can also **save his search** criteria to get job notification emails on his registered email id.
- The search results can also be refined using the filters in the right navigation of the search page
- The job search results displays two types of jobs as follows:
 - o **Direct Job Postings on NCS** – Jobs posted on the NCS portal
 - o **Job Postings by NCS Partners** – Jobs posted on the NCS portal by partners
- Click the “Apply” button on right side of each job posting to apply for that particular job role
- For NCS partner jobs, jobseeker would be redirected to the partner’s website to finish the application process

5. Scheduled Interviews

- If an employer has selected the jobseeker for an interview the same can be viewed by the jobseeker
- Jobseekers can view all of his/her scheduled interviews with various employers in **My Interviews** tab section in the Left Panel of the jobseeker dashboard
- Jobseekers have the option to accept the interview invite or reject the same requesting for change in slot

6. Job Fairs & Events

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

7. Assessment Test

- Jobseekers can take Psychometric or Aptitude Test by clicking on the **Assessment Test** tab on the left panel of the jobseeker dashboard
- Assessment Tests are **free of cost** and are available in both **English** and **Hindi**
- The results reports can be accessed from the Assessment Test tab on the left panel of the jobseeker dashboard as soon as the test is completed

8. Find Counsellor’s

- Jobseeker’s can seek guidance from Counsellor’s, at a fee of maximum Rs300/- per hour
- To find counsellor’s visit Home on the top panel of jobseeker dashboard. Select **Find Counsellor** in the search dropdown
- On selecting the type of counselling and state a list of registered counsellors is displayed with their **available time slots**. Jobseekers can **book an appointment** as per the available slots

9. Find Career Centre

- Jobseeker’s can seek in person assistance by visiting any the career centers of NCS
- To find career center’s visit Home on the top panel of jobseeker dashboard. Select **Find Career Centre** in the search dropdown. Career centers can be searched via location.

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