Contents

1. Overview ................................................................................................................................. 4
2. Getting Started ....................................................................................................................... 4
   2.1 Access the Application ......................................................................................................... 4
   2.2 Signup/Registration ........................................................................................................... 5
   2.3 Log into the NCS Portal ..................................................................................................... 10
   2.4 Profile Completeness ......................................................................................................... 11
   2.4.1 Check Profile Completeness ....................................................................................... 11
   2.4.2 Update Profile ............................................................................................................... 12
   2.5 Take Survey ..................................................................................................................... 13
   2.6 Basic and Advanced Profiles ............................................................................................. 14
   2.6.1 Basic Profile .................................................................................................................. 14
   2.6.2 Advanced Profile .......................................................................................................... 16
   2.7 View/Update Jobseeker Profile .......................................................................................... 17
3. Video Profile ............................................................................................................................ 26
4. Search Jobs ............................................................................................................................. 28
   4.1 Search Jobs Link ................................................................................................................. 28
   4.2 Vacancies by Category ....................................................................................................... 31
   4.3 Job Description Page .......................................................................................................... 34
   4.4 Partner Integration ............................................................................................................. 37
5. Jobs Applied ............................................................................................................................ 40
6. My Interviews .......................................................................................................................... 41
   6.1 View Interviews ................................................................................................................ 41
   6.2 Accept an Interview .......................................................................................................... 41
   6.3 Reject an Interview .......................................................................................................... 42
7. Feedback on Local Services ..................................................................................................... 44
8. Job Fairs and Events ............................................................................................................... 46
   8.1 Search Job Fair/Event ........................................................................................................ 46
   8.2 Search for Job Fairs ........................................................................................................... 46
   8.3 Job Fair Participation ........................................................................................................ 46
   8.4 Invitation from Employer after Submitting Participation in Job Fair ................................. 57
   8.5 Search for Events .............................................................................................................. 57
   8.6 Participate in an Event ....................................................................................................... 61
9. Grievance/Feedback .............................................................................................................. 62
10. Cases ....................................................................................................................................... 65
1. Overview

A jobseeker or candidate is a person who is looking for a viable employment (job) opportunity. The National Career Service (NCS) portal provides ample employment opportunities to these jobseekers. To get a job through the NCS portal as a jobseeker, you need to first register yourself on the portal. The registration allows you to search and apply for jobs on the portal. You can also view and update your profile on the portal after registration.

The jobseeker module covers the following functionality:

- Access the Application
- Signup/Registration
- Log into the NCS Portal
- View/Edit Jobseeker Profile
- Search Jobs
- Jobs Applied
- My Interview
- Job Preferences
- Feedback on Local Services
- Events
- Grievances
- Cases
- Assessment Tool
- My Appointments
- Announcements
- Job Fair participation
- Change Password
- Reports & Documents
- Profile (View & Download Profile and I-card)

2. Getting Started

2.1 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/](http://www.ncs.gov.in/). The Home page of the NCS portal displays.
2.2 Signup/Registration

As a jobseeker, you need to register yourself 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 Jobseeker option from the **Register As** drop-down list. This displays the **Registration** screen for a jobseeker user.
3. Enter your first name
4. Enter the middle name
5. Enter the last name
6. Select the appropriate gender radio button
7. Select the Unique Identification type (PAN card, Aadhaar card or Others) from the drop-down list

**Note:** Selecting the Others option enables you to choose any one of the following identification type: Voter’s Identity Card, Passport, Driving License, or UAN Number.

8. Enter Unique Identification number based on the Unique Identification type

**Note:** Use the **Check** button to see if the entered UID already exists.

9. Select your date of birth from the calendar

10. Enter guardian or father’s name

11. Select your highest education level from the drop-down list

**Note:** The Education field only displays when you select one of the following options from Highest Education Level drop-down list: Diploma After 12th, Graduate, PG Diploma, Post Graduate, or PhD. Further, additional fields display based on the option selected from the Education drop-down list.

**Note:** The profile of a jobseeker in the NCS portal is defined either as a **Basic profile** or an **Advanced profile**. This is based on the option you select from the Highest Education Level drop-down list. Selecting any one of the following options: No Schooling, Up to 8th, Up to 9th, 10th, 11th, 12th, Diploma after 10th, or ITI creates a Basic user profile. Selecting an option such as: Diploma after 12th, Graduate, PG Diploma, Post Graduate, or PhD, creates an Advanced profile.

12. Select a state from the drop-down list

13. Select a district from the drop-down list

**Note:** The District drop-down list only displays after the name of a states is selected from the State drop-down list.

14. Enter your Email ID

15. Enter your ten digit mobile number

16. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ $ %).

17. Retype the same password for confirmation

18. Select the username option that would be used for logging in to the NCS portal

19. Enter your job preferences or key skills (enter multiple skills as required)

20. Enter security code as shown in the displayed image

21. 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.

22. 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 during the registration).
23. Enter the OTP verification code received on your registered mobile number and then the OTP which you receive on your email ID (if mentioned during the registration) by clicking the respective Verify button.

**Note:** Whenever an email ID is added (during the registration process or later on) or is updated, the same needs to be verified by you.

**Note:** Click the Resend link, if you don’t receive the OTP.

24. Click the Submit button. Your account is created successfully.
Successful Registration Notification

2.3 Log into the NCS Portal

1. Enter login ID
2. Enter password
3. Click the OK button. This displays the Home screen for a jobseeker.

**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.

Reset Password Notification
Jobseeker Home Screen

After login, the portal would display a message in case you have used your PAN card as the unique identification type during the registration process and the PAN verification fails.

Your PAN verification can fail due to an incorrect PAN, Name, or Date of Birth (DOB).

However, PAN verification failure will not prevent you from accessing all the features that are available on the portal. Moreover, you can update or edit the required details and then again wait for verification to be successful with the newly updated details.

2.4 Profile Completeness

The home screen also displays the current completeness of your profile on the portal. The same can be seen from the Profile Completeness section. A profile completeness progress bar displayed in this section, shows (in percentage) the completeness of your profile.

Profile Completeness Progress Bar

2.4.1 Check Profile Completeness

Click the Help link, from the Profile Completeness section, to find out the details of your profile’s current completeness. This displays the following Help pop-up.
### Profile Completeness Help Pop-up

Review content for the various profile fields mentioned in the **Messages** column. Observe and note fields where there is incomplete (partial) or missing information.

#### 2.4.2 Update Profile

Click the **Update profile** link, from the **Profile Completeness** section, to begin the process of updating your profile.

---

**To Update Profile Click “Update Profile” Link**

This displays tabs of the **View/Update NCS Profile** screen along with the **Information Required** fly-out on the right-hand side.
Information Required Fly-Out

This fly-out is based on toggle control (click the label to open or close it) and lists links to incomplete fields of your current profile.

By clicking the required link, you can directly access the corresponding profile tab (Experience, Education & Training, etc.) and complete the incomplete or missing information there.

Once all the required information is entered in the appropriate fields, the corresponding links on the Information Required fly-out disappear accordingly.

On the other hand, if any of the required fields within the profile tabs remain incomplete, then their link appears and remains available on the Information Required fly-out.

2.5 Take Survey

Click the Click here to take survey link to open a questionnaire. Provide responses to all the questions mentioned there.

Once you submit all the answers, you will be redirected to the home page. Also, the message “Thank you for filling the survey on ‘date’. You may again fill the survey after three months.” gets displayed on the dashboard.

In case you have not updated your profile recently, then you will be redirected to the View/Update Profile tab to update your profile first.
2.6 Basic and Advanced Profiles

The NCS portal supports two types of profiles for jobseekers namely a Basic profile and an Advanced profile. The highest level of education specified during the registration process identifies the type of profile that would be created.

Here are characteristics of both the jobseeker profile types and the procedure to switch from one profile to another.

2.6.1 Basic Profile

If the highest level of education defined at the time of registration is: No Schooling, Up to 8th, Up to 9th, 10th, 11th, 12th, Diploma after 10th, or ITI – a Basic user profile is created.

Once you are registered with the Basic profile and then log into the NCS portal, the system will only display all the tabs, except for the My References tab, as a part of the View/Update Profile feature.
**Profile Tabs for a Basic Profile**

**To Change Profile from Basic to Advanced**

The **Education & Training** tab displays the **Highest Education Level** drop-down list. The default value in this list is the option that was selected during the registration process.

By selecting any one of the following options: Diploma after 12th, Graduate, PG Diploma, Post Graduate, or PhD, and clicking the Save button, the Basic profile is changed to an Advanced profile.
2.6.2 Advanced Profile

If the highest level of education defined at the time of registration is: Diploma after 12th, Graduate, PG Diploma, Post Graduate, or PhD – an Advanced user profile is created.

Once you are registered with the Advanced profile and then log into the NCS portal, the system will display all the tabs as a part of the View/Update Profile feature. The tabs that display include: the Experience tab, the Education and Training tab, the Personal Information tab, the Communication tab, and the My References tab (this particular tab is not available for a user with the Basic Profile).

Profile Tabs for an Advanced Profile
To Change Profile from Advanced to Basic

The **Education and Training** tab displays the **Highest Education Level** drop-down list. The default value in this list is the option that was selected during the registration process.

By selecting any one of the following options: No Schooling, Up to 8\(^{th}\), Up to 9\(^{th}\), 10\(^{th}\), 11\(^{th}\), 12\(^{th}\), Diploma after 10\(^{th}\), or ITI, and clicking the Save button, an Advanced profile is changed to a Basic profile.

**Note:** Once the profile is changed from Advanced to Basic the **My References** tab is no longer available to the user.

2.7 View/Update Jobseeker Profile

This link allows you to view and update your profile. Remember if you are a user with the Advanced profile, all tabs will be visible but the **My Preferences** tab will not be available if you are a user with the Basic profile. For more information on profiles view the **Basic and Advanced Profiles** section.

1. Click the **View/Update Profile** link. The **Experience** screen displays. Here you can add details of your professional experience.
Experience Screen

2. Select the total years of experience from the drop-down list
3. Enter the days you would take to join the new job (notice period)
4. Enter the professional title for the current/last job
5. Enter the current/last salary
6. Select the current salary duration type from the drop-down list
7. Select the employer type of the current employer from the drop-down list
8. Check the **Currently Seeking a Job** check box, if you are looking for a job
9. Click the Add More button, to add experience details to the Employment History section
10. Enter the preferred location in the Preferences section

**Note:** The location option that you had selected during the registration process are not updated in the Job Preferences screen as your preferred location. Nevertheless, if you change the location options on the Communication screen of your profile, the same changes are updated here in the preferred location field.

**Note:** However, once your location preference is saved on the Job Preferences screen, then the changes you make to your location on the Communication screen will not reflect here on the Job Preferences screen.

11. Select nature of job from the drop-down list
12. Select shift timings from the drop-down list
13. Click the Save button, to save the entered details
14. Click the Education & Training tab. The Education & Training screen displays.

---

**Education & Training Screen**

15. Select the highest education level from the drop-down list and then click the Save button.
16. Click the Add More button, to add your education details. The + Add Education pop-up displays.
17. Select an education level from the drop-down list
18. Select specialisation from the drop-down list
19. Enter name of the board or university
20. Enter name of the institute
21. Select entry date from the year and month drop-down lists
22. Select year of passing from the year and month drop-down lists
23. Select the medium of education from the drop-down list
24. Select the nature of course from the drop-down list
25. Enter grade/percentage/percentile value
26. Click the Save button, to save the entered details

Note: You can mention multiple records of your educational history and information regarding additional qualifications (as required) here. You can also upload the digital copies of those very records with corresponding mark sheet (wherever required) to the DigiLocker application.

Click here to know how DigiLocker application works.

27. Click the Add More button, to add details of other certifications you have earned. The + Other Qualifications / Trainings / Courses pop-up displays.
28. Enter name of the certification
29. Select year of completing the certificate from the drop-down list
30. Enter name of the institution that issued the certificate
31. Enter duration (months) for the certification course
32. Enter additional details about the certification
33. Click the Save button, to save the entered details
34. Click the Personal Info tab. The Personal Information screen displays.
35. Select the appropriate gender radio button from the Personal Information section
36. Select your date of birth from the calendar
37. Enter Email ID (if not entered)
38. Click Verify Email link to get entered Email ID verified

**Note:** A verified email ID is a mandatory requirement for completing the profile as per the requirement of Government exams. Every time you change your email ID, the same has to be verified through an OTP that is send to the same email. After, changing your email ID here, when you click the **Save** button to save your changes, the portal redirects you the OTP verification page.

39. Select your marital status from the drop-down list
40. Enter name of your spouse
41. Enter your guardian or father’s name
42. Enter your mother’s name
43. Select religion from the drop-down list
44. Select category from the drop-down list

**Note:** The **Upload Caste Certificate** field and the corresponding **Upload** link will only be available if you select an option from the category drop-down list, other than the ”General Category” option.

[Click here](#) to know how DigiLocker application works.

45. Upload Your CV to DigiLocker

[Click here](#) to know how DigiLocker application works.

46. Click the **Edit** link, if you want to change the Know your unique identification details

i. Click the **Add More** button, if you wish to add a new identification detail. The **+ Unique Identification** pop-up displays.

### + Unique Identification Pop-up

<table>
<thead>
<tr>
<th>Type</th>
<th>Aadhaar Card</th>
<th>Name as on KYC</th>
<th>Name of KYC</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Abhijeet Kumar</td>
<td></td>
<td>8705675768</td>
</tr>
</tbody>
</table>

ii. Select the Unique Identification number from the drop-down list

iii. Enter Unique Identification number

iv. Click the **Save** button

47. Check the **Verify AADHAAR** check box, if you wish to verify your AADHAAR number

**Note:** You can mention details of different identification documents here and even upload the digital copies of those documents to the DigiLocker application.

[Click here](#) to know how DigiLocker application works.
48. Select the Yes radio button, if you are differently abled, otherwise select No in the Physical Attributes section
49. Select type of disability from the drop-down list
50. Select working capacity from the drop-down list
51. Select if you have full or partial disability
52. Select disability percentage from the drop-down list
53. Select the Yes radio button, if you have a certificate otherwise select No

Note: The Certificate Number, Certificate Issued By, Certificate Issue Date, and Upload Differently Abled Certificate fields are activated if you select the Yes option.

54. Enter the certificate number
55. Enter the name of the authority that issued the certificate
56. Select the date when the certificate was issued
57. Upload your disability certificate to the DigiLocker application.

Click here to know how DigiLocker application works.

58. Select the employment status from the drop-down list in the Miscellaneous section
59. Select the primary language from the drop-down list
60. Check the Retired from Govt. Services check box, if you have retired from government service
61. Check the Ex-Serviceman check box, if you are an ex-serviceman
62. Click the Save button, to save the entered details
63. Click the Communication tab. The Communication screen displays.
### Communication Screen

64. Enter the address
65. Select a state from the drop-down list
66. Select a district from the drop-down list
67. Select a sub-district, taluka, or tehsil from the drop-down list
68. Select the name of city or village from the drop-down list
69. Enter the pin code
70. Enter the landline number with area code
71. Check **Same as above** check box if your permanent and current address are same
72. Click the **Save** button, to save the entered details
73. Click the **My References** tab to add reference details. The **References** screen displays.
References Screen

74. Enter name of your reference
75. Enter Email ID of the reference
76. Enter designation of the referred person
77. Enter name of the organisation where the reference works
78. Enter the ten digit mobile number of the reference
79. Click the Save button, to save the entered details

3. Video Profile

This functionality enables you to create your video profile on the NCS portal

After logging in, go to the Video Profile option displayed on the left panel of the Jobseeker’s dashboard. Showcase your ability to recruiters using short video clips as video clips increase the chances of getting shortlisted by recruiters. Three videos of 20 seconds each can be created for the following areas namely: ‘About Myself’, ‘My Skills’, and ‘Area of Interest’.

1. Click the Video Profile tab from the left navigation
2. Then click the ‘Click here to manage your video profile link’
3. A disclaimer pop up appears to inform that you will now be redirected to an external link
4. Click Continue
5. You are redirected to HireMee Login screen
6. Username and password will be same as NCS portal credentials
7. Click Login
8. Click the Create/Upload Video profile link
9. Click Start Recording (your system will ask you to switch on the inbuilt camera)
10. Describe your professional skills and save the video. The said video clip will start uploading once you are done
11. Similarly create video for ‘About Myself’ and ‘Area of Interest’ and save
12. Your video profile is now complete
13. The system will check the content of your video and will either approve or disapprove these videos.
Note: If your video Profile is complete and ‘Approved’ the recruiter can see a video profile icon along with your name, when they search for candidates against a particular job posting.

<table>
<thead>
<tr>
<th>Search Candidates Result</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legend:</strong></td>
</tr>
<tr>
<td>Rejected Profile</td>
</tr>
<tr>
<td><strong>Job ID:</strong> 15T75-1213236101923J</td>
</tr>
<tr>
<td><strong>About 1 results</strong></td>
</tr>
</tbody>
</table>

- **Change Search Criteria**
- **Reject Profile**
- **Mark as Viewed**
- **Shortlist Candidates**

**Note:**
- The count may differ from number of application(s). Please wait for a while and refresh the page.
- To view video profiles of a candidate, open the profile and check Personal Information section.

<table>
<thead>
<tr>
<th>Candidate Name</th>
<th>Employment Status</th>
<th>Experience</th>
<th>Last updated on</th>
</tr>
</thead>
<tbody>
<tr>
<td>aasha singh</td>
<td>Apprentice - Non Act</td>
<td>3 year(s) 3 month(s)</td>
<td>28/07/2020</td>
</tr>
</tbody>
</table>

**Search Candidates Result Screen**

4. **Search Jobs**

You can search for available jobs vacancies on the portal in a number of ways: using the Search Jobs link from the left navigation menu or from a specific job category displayed on the Home page.

4.1 **Search Jobs Link**

This link allows you to search for jobs based on your specific requirements.

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

**Note:** The screen provides useful links to various other recruitment bodies.

2. Enter the required job criteria in the search fields. Use the **Advanced Search** link to expand the search panel (optional).

3. A job can be searched for any specific location(s) as well as across India as required.
Job Search Results

4. Click the **Search** button to view search results in the Jobs section of the screen.

5. Click the **Read more**... link of a job, to view its details.

6. Click the **Apply** link of a job, to apply for it.

**Note:** For each job displayed in the Job Search Results screen the salary is displayed on an annual basis (if the salary range is mentioned for that job post).

**Note:** Use the options provided in the Refine your Search panel to the right of the screen to further narrow down your search results.

Now, the NCS portal evaluates your eligibility for the said job posting on the following parameters: **Education**, **Skill**, **Location**, and **Experience**. If, your current profile meets all of these parameters, your job application goes through.

However, if your profile does not match with the said job eligibility parameters, the portal displays the following Disclaimer pop-up.
The **Disclaimer pop-up** displays the parameter(s) that match with the job requirement (green tick mark) along with the parameter(s) that do not match with the job requirement (red cross mark).

By doing so, the NCS portal is prompting you to apply for the job posts as per your profile parameters. The portal is also suggesting you to take necessary steps for applying for the job even if your current profile does not match the job requirement eligibility criteria.

In this situation, you have the following three options:

- Click the **Cancel** button to close the pop-up and not apply for the job
- Click the **Continue and Apply** to apply for the job despite the eligibility mismatch
- Click the **Update Profile** button and update the profile before coming back to apply for the job

**Note:** The portal only evaluates your eligibility criteria only for jobs posted directly on the NCS portal. This evaluation does not work if a NCS partner has posted the job or for posting that require the user to be redirected to an external website for completing the job application.

### 4.2 Vacancies by Category

The Find Job Vacancies by section of the portal Home page allows you to find jobs available in specific job categories. Vacancies are categorised on the basis of States and Union Territories, Sectors (Construction, Education, Finance, etc.) and Others (this includes Government jobs, private jobs, and also jobs that are specific to ex-servicemen, differently able persons, and women). This feature enables you to search for particular job openings that match your requirement.

1. Access the Home page and review the **Find Job Vacancies by** section.
Find Job Vacancies By Section

2. Click the required job category from the Find Job Vacancies by section on the Home page. For example, here the Others category is selected and displays related sub-categories.

Job Categories

3. Click the required sub-category. For example, here the Jobs for Differently Abled sub-category is selected.

Job Sub-categories

4. The Search Job screen displays, listing the job vacancies from the selected job sub-category.
5. Click the Read more... link of a job, to view its details.

6. Click the Apply link of a job, to apply for it.

**Note:** For each job displayed in the Job Search Results screen the salary is displayed on an annual basis (if the salary range is mentioned for that job post).

**Note:** Use the options provided in the Refine your Search panel to the right of the screen to further narrow down your search results.

Now, the NCS portal evaluates your eligibility for the said job posting on the following parameters: **Education, Skill, Location, and Experience**. If, your current profile meets all of these parameters, your job application goes through.

However, if your profile does not match with the said job eligibility parameters, the portal displays the following Disclaimer pop-up.
Disclaim Pop-up

The Disclaimer pop-up displays the parameter(s) that match with the job requirement (green tick mark) along with the parameter(s) that do not match with the job requirement (red cross mark).

By doing so, the NCS portal is prompting you to apply for the job posts as per your profile parameters. The portal is also suggesting you to take necessary steps for applying for the job even if your current profile does not match the job requirement eligibility criteria.

In this situation, you have the following three options:

- Click the Cancel button to close the pop-up and not apply for the job
- Click the Continue and Apply to apply for the job despite the eligibility mismatch
- Click the Update Profile button and update the profile before coming back to apply for the job

Note: The portal only evaluates your eligibility criteria only for jobs posted directly on the NCS portal. This evaluation does not work if a NCS partner has posted the job or for posting that require the user to be redirected to an external website for completing the job application.

4.3 Job Description Page

User can navigate to the Job Description page by clicking on the Job Name or the Read more... link on Jobs Search result page. The Job Details screen (for jobseeker user profile) will open on a separate tab and display all jobseeker specific information that is related to the job. In addition, the Job Details screen is printable.
Nevertheless, the page that is printed from this screen would show the NCS banner on it. In addition, when the user clicks on an external link that point to a Government job, the portal will display a corresponding disclaimer that is different from the disclaimer text that appears when the user clicks an external link for any non-Government job.
As per this, the Page Title (Browser Title) of the Job Details screen will display the Job NCS ID. The Page Title will also display the time stamp when the Job Details screen is opened.

Further, the Job Details screen will display the following fields only if the user has entered some value in them:

- Job Title
- Organization Type
- Sector
- Functional Area
- Functional Role
- Job Description

**Required Information Section**

- Minimum Qualification
- Qualification requirements

**Note:** The Minimum Qualification field will display the text “Not Specified” if a NCS partner had posted the said job and they had left the field blank during the job creation procedure.

**Additional Information Section**

- Total Experience
- Relevant Experience
- Location
- Key skills
- Nature of Job
- Salary
- Salary/Wage Type

**Note:** The organisation that posted the job can mention the salary or wage type as one of these: daily, weekly, monthly or yearly, at the time of creating the job post. The same is displayed here on the Job Description screen. However, the Job Search Results screen displays the salary or wage type on an annual (per annum) basis. For example: if the salary or wage type is monthly and the salary being offered for a job is Rs.6,000 – Rs.8,000 (here on the Job Description screen) the salary range displayed on the Job Search Results screen will be Rs.72,000 – Rs.96,000 (per annum).

- Expiring On (will be displayed as “Last Date to apply”)
- Available to join in days
- Gender Preference
- Marital Status
- Caste
- Ex-Serviceman (information will display if field is checked)
- Number of Vacancies
- Is the job for Differently Abled? (Information will display if value is “Yes”)

**Age/Date of Birth Preference Section (will display if mandatory check box is checked)**

A. In case, the Age Preference is selected: the content will display the full context either Minimum and Maximum options are selected together or any one of these options is selected. For example:
i. If both Minimum and Maximum options are selected, message will be:
   Age Preference: Age between 16-20 Years as on 1-Feb-2017

ii. If only the Minimum age option is selected, message will be:
    Age Preference: More than or equal to 16 Years as on 1-Feb-2017

iii. If only the Maximum age option is selected, message will be:
    Age Preference: Less than or equal to 20 Years as on 1-Feb-2017

B. In case DOB Preference is selected (Date of Birth Preference 21/12/2000-21/12/1996):
   the content will display the full context either Minimum or Maximum DOB options are
   selected together or any one of these options is selected. For example:

i. If both Minimum and Maximum options are selected, message will be:
   DOB Preference: DOB between 21/12/2000 and 21/12/1996

ii. If only the Minimum DOB option is selected, message will be:
   DOB Preference: More than or equal to 21/12/1996

iii. If only the Maximum DOB option is selected, message will be:
   DOB Preference: Less than or equal 21/12/1996

Contact Details Section
- Person Name (if Display Contact Information in the Job Posting screen is checked)
- Phone Number (if provided and Display Contact Information in the Job Posting is checked)
- Mobile (if provided and Display Contact Information in the Job Posting is checked)
- Email (if provided and Display Contact Information in the Job Posting is checked)

4.4 Partner Integration
The job search results displays two types of jobs as follows:

- Direct Job Postings on NCS – Jobs posted on the NCS portal
- Job Postings by NCS Partners – Jobs posted on the NCS portal by partners

Jobs that are posted by partners on the portal can be identified by the phrase “Powered By
xxxx” in the Company field.

Check Job Postings by NCS Partners check box and uncheck the Direct Job Postings on NCS
check box to filter jobs in the search result that have been posted by NCS partners.
You (jobseeker) can search for jobs based on different criteria or keywords. Jobs that match your search criteria are displayed as a list on the Jobs section of the Search Job screen. Here, you can view job details of displayed jobs as well as apply to those jobs.

When you click the Apply button of a job posted by a partner, you are navigated to that particular partner’s website where you can complete the remaining job application process. Otherwise user can apply for the job on the NCS portal itself.

Following are the conditions for partner integration:

**Case 1:** When the Share details with partner check box in the Preferences screen of the View/Update Profile feature is checked by the user (jobseeker).

![Share Details with Partner Check Box]

a) User clicks the Apply button on the Job Description screen of a job posted by a partner. A pop-up message displays, informing the user about redirection to the partner’s website.
Redirection Message

b) When user clicks on the **OK-Proceed** button on the pop-up, they are redirected to the partner’s (third-party) website. The NCS portal also passes the encrypted details of the jobseeker such as their first name, middle name, last name, gender, date of birth, mobile number, email ID, and job ID, to the partner’s website.

**Case 2:** When the **Share details with partner** check box in the **Preferences** screen of the **View/Update Profile** feature is not checked by the user (jobseeker).

---

**Share Details with Partner Check Box**

a) User clicks the **Apply** button on the **Job Description** screen of a job posted by a partner. A pop-up message displays, informing the user to provide their consent for sharing their details with the partner’s (third-party) website.

---

**Disclaimer**

You will be redirected to the partner’s website. Please click “Ok-proceed” to continue. You can check the option “Share details with partners”, if you want to get partner’s website registration form pre-filled with your details.

**Share details with partner**

---
Consent Message

b) When the user checks the Share details with partner check box and clicks the OK-Proceed button, they are redirected to the partner’s (third-party) website. Also, the redirection URL is encrypted with details of the jobseeker such as their first name, middle name, last name, gender, date of birth, mobile number, email ID, and job ID.

Case 3: When the user (jobseeker) is already registered with the partner’s website.

a) User clicks the Apply button on the Job Description screen of a job posted by a partner. The Customer ID of the partner’s website or portal and the user’s NCSP ID are passed to the partner’s (third-party) website in encrypted format.

5. Jobs Applied

This link allows you to view the jobs you have applied for.

1. Click the Jobs Applied link from the left panel. This displays the Jobs Applied screen.
Jobs Applied Screen

Click the Job Title link to view details of the applied job.

Click the Company link to view details of the company.

6. My Interviews

This link allows you to view all your scheduled interviews with various employers (private employers or government departments) and placement organisations. You can also accept or reject interview requests as required.

6.1 View Interviews

The My Interviews screen lists interview request you receive.

1. Click the My Interviews link from the left panel. The My Interviews screen displays.

My Interviews Screen

2. You can filter the list of your scheduled interviews with different employers using the displayed drop-down list. Filtering options include All, Active, Closed, Interview Accepted, and Interview Rejected.

6.2 Accept an Interview

The Action button for an interview request item on the My Interviews screen provides you with the option to accept that particular interview.
1. Click the **Action** button for the required interview to display the available options.

   ![Action Button Options](image)

   **Action Button Options**

2. Select the **Accept** option from the **Action** drop-down list.

   ![The Accept Option](image)

   **The Accept Option**

   The **Action** button disappears from the screen and the **Interview Status** mentions that the said interview has been accepted.

   **Note:** The employer (private employer\Government Department\Placement Organisation), who had invited you for the interview is notified about your acceptance of the interview request. Also, the said employer will not be able to send you an invite, once again, for this particular job after its acceptance.

   **Note:** The **Action** button disappears from the **My Interviews** screen, if you do not accept or reject an interview request, when the current date and time goes past the scheduled interview date and time or if the employer (private employer\Government Department\Placement Organisation) closes the job posting at their end.

6.3 **Reject an Interview**

   The **Action** button for an interview request item on the **My Interviews** screen provides you with the option to reject that particular interview.
1. Click the **Action** button for the required interview to display the available options.

### My Interviews

- **driver (0-6 yrs.)**
  - Company: DCCPLJK
  - Interview Mode: Telephonic
  - Interview Date and Time: 30/04/2019 - 09:04AM - 07:16PM
  - Interview Status: Active / Not Responded
  - Interview Request Date: 01 Apr 2019 12:37PM

- **Carpenter (2-7 yrs.)**
  - Company: Zintel Furniture
  - Interview Mode: Telephonic
  - Interview Date and Time: 18/04/2019 - 11:00AM - 02:00PM
  - Interview Status: Active / Rejected
  - Interview Request Date: 08 Apr 2019 3:24PM
  - Interviewee Comments: Rejected - Not available on this date. Please reschedule the interview

### Action Button Options

2. Select the **Reject** option from the **Action** drop-down list.

### The Reject Option

3. The **Comments for Rejection** pop-up displays. Enter the reason for rejecting the interview request in the **Comments** text area.

### Comments For Rejection

- **Comments**
  - Comments are not necessary.

- **Maximum 500 Characters are allowed in Description.**

- **Submit**  **Cancel**
Comments for rejection Pop-up

4. Click the **Submit** button.

The **Action** button disappears from the screen and the **Interview Status** mentions that the said interview has been rejected.

**Note:** The employer (private employer\Government Department\Placement Organisation), who had invited you for the interview is notified that you have rejected the interview request. However, the said employer will be able to send you an invite, once again, for this particular job even after your rejection of the interview request.

**Note:** The **Action** button disappears from the **My Interviews** screen, if you do not accept or reject an interview request, when the current date and time goes past the scheduled interview date and time or if the employer (private employer\Government Department\Placement Organisation) closes the job posting at their end.

7. **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.
3. Select the service availed start and end date from the corresponding calendar
4. Check the Availed check box to enable the feedback options

5. Click the required radio button.
6. Click the Submit button.
8. Job Fairs and Events

This document describes how a jobseeker can search for upcoming online job fairs and events, on the NCS portal and then register to participate in them.

8.1 Search Job Fair/Event

1. Log into the NCS portal and then click the Job Fair/Event link from the left panel. The Job Fair/Event screen displays, that has a separate tab each for Job Fairs and Events.

   ![Job Fair/Event Screen](image)

   2. The Job Fair/Event screen allows you to search for job fairs and events using the available search filters (State, District, and Industry).

   ![Job Fair/Event Search Filters](image)

   3. The Job Fair/Event screen also enables you to narrow down your search for job fairs and events on the basis of their availability (Past, Ongoing, and Upcoming). This can be done by selecting the relevant check box.

   ![Event/Job Fair Availability Filters](image)

8.2 Search for Job Fairs

   Follow these steps to search for job fairs:

   1. Ensure that the Job Fairs 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 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 Result List](image)

      **Job Fair Result 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 job fair listing.
iii. The details of the selected job fair display on a pop-up.

Job Fair Details Pop-up

b. In Month Format
   i. To view your search results in calendar format, click the Month button. The calendar that appears, displays 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 Result 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 display on a pop-up.

These Job-fairs are Online, so interested Jobseekers have to apply online only. Participating employers will screen the profiles of jobseekers who register in these Job-fairs and will conduct interviews through Skype or telephone.

8.3 Job Fair Participation

In order to participate in a job-fair, begin by searching for the required job fair and view its details on pop-up window (For more details refer to the previous pages).

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 Pre-registration screen displays.

The page is divided into three sections, Personal Info, More About Yourself and Job Fair Details. The Personal Info section contains your basic information and contact details. The More About Yourself section displays your educational and employment details. The Job Fair Details section has information of the job fair you have selected to participate in.

3. Click the Personal Info section to expand it and view its contents. Make changes to editable fields (if required). Fields that you cannot edit in this section can be modified by updating your profile.

Note: The Download Job Fair Details enables you to download details of the selected job fair on your system as a PDF for future reference.
4. Click the **Next** button to open the **More About Yourself** section. This particular section displays specific data (Academic Qualification and Work Experience) as per your existing profile on the NCS portal. Click the **+Add More** button to add information pertaining to your academic qualification and professional experience (if required).
Job Fair Pre-Registration Screen: More About Yourself Section

5. Click the **Next** button to display the third section, that is, the **Job Fair Details** section. This section displays information about the job fair you would be participating in. You can participate in the Job Fair anytime between the given Jobseeker Participation Start Date/Time and End Date/Time.

Job Fair Pre-Registration Screen: Job Fair Details Section

6. Apart from job fair details this section also displays the number of employers who have registered themselves for the said job fair along with the jobs they are offering during the said fair.

7. To participate in the Job Fair, you need to apply to Jobs. For this purpose, review the participating employers and the jobs posted by them. Select the job(s) you are interested in. The job(s) you select get listed under the **Applied Jobs in Job Fair** label.
8. To add job to **Applied Jobs list**, click on the employer name and then click on the + icon against the job you are interested in.

9. Selected job will get added to the list of **Applied Jobs in Job Fair**.
10. To delete the added job from **Applied Jobs in Job Fair** list, select the job that you want to delete and click on the ‘x’ button below this section.

11. Selected Job will get deleted from the **Applied Jobs in Job Fair** list and it can be added again by clicking on ‘+’ button.
12. Click on the **Submit Participation** button to participate in the selected job fair.

**Note:** You will not be able to participate in an online job fair unless you select at least one job from that particular job fair.

13. After submitting participation in a said job fair, a Jobseeker can update i.e. add or delete jobs etc., in the said Job fair by clicking on Update button.

**Note:** You can, only apply for a limited number of jobs in a particular job fair. The number of jobs you can apply to, in a job fair, is controlled by the job fair manager. You can also withdraw from the jobs you have already applied.
8.4 Invitation from Employer after Submitting Participation in Job Fair

After the Jobseeker submits his participation in Online Job fair/Event through Portal, employer will receive the jobseeker details. Employer will then screen the Jobseekers’ profile and will send invitations to shortlisted candidates/jobseekers for further discussion. Jobseeker will receive the notification in Email and SMS from NCS about the invitation. Jobseeker can also check the invitations in “My Interviews” section of his NCS account, where he can also view employer’s contact details and can respond on the invitations accordingly.

8.5 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).
ii. To view the details of a particular event you can either click the title of the event in the list or click the Click here for details link for that event listing.

Event Title and Click here for details Link

iii. The details of the selected event display on a pop-up.
<table>
<thead>
<tr>
<th>Event ID</th>
<th>EVT-710</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name</td>
<td>Online Employability Training at Andhra Pradesh, Chittoor from 1st May 20 to 31st May 20</td>
</tr>
<tr>
<td>Event Venue</td>
<td>In view of the current lockdown situation, all NCS Career events will be conducted online on NCS portal. Please participate using the below proceed button.</td>
</tr>
<tr>
<td>Registration Date/Time</td>
<td>16th Apr 2020 1:04 PM to 30th Apr 2020 12:00 AM</td>
</tr>
<tr>
<td>Event Start Date/Time</td>
<td>1st May 2020 12:00 AM</td>
</tr>
<tr>
<td>Event End Date/Time</td>
<td>31st May 2020 12:00 AM</td>
</tr>
<tr>
<td>Event Description</td>
<td>MCC, National Institute for Career Service (NICS), is organizing ONLINE Employability Training Program in association with Tata Consultancy Services. For more details please follow the link: <a href="https://www.nics.gov.in/Documents/Online_Employability_Training_TCS_AA_Bengali.pdf">https://www.nics.gov.in/Documents/Online_Employability_Training_TCS_AA_Bengali.pdf</a></td>
</tr>
</tbody>
</table>

Event Details Pop-up
b. In Month Format
   i. To view your search results in calendar format, click the **Month** button. The calendar that appears, displays event search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Event Result Calendar**

ii. To view the details of a particular event, click the title of that event on the calendar.
iii. The details of the selected event display on a pop-up.

![Event Details Pop-up](image)

### 8.6 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.
3. Click the **Submit Participation** button.

### 9. Grievance/Feedback

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

1. Click the **Grievance/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
10. 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

11. My Appointments

This link allows you to view your scheduled counselling appointments with concerned job counsellors.

1. Click the My Appointments link from the left panel. The My Appointments screen displays.
Click the Counsellor Name link to view details of that particular counsellor.

Click the Cancel Appointment link to cancel an appointment with a counsellor.

12. Announcements

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

1. Click the Announcements link from the left panel. This displays the Documents screen.

13. Templates

This link allows you to access available templates that you can download on your computer and use as required.

1. Click the Templates link from the left panel. This displays a screen that lists available templates.
2. Click the link of the displayed template to download it.

14. Job Fair Participation

This link allows you to review details of job fairs and events you have participated in.

1. Click the Job Fair Participation link from the left panel. This displays the Job Fair Participation screen.

Job Fair Participation Screen

This screen displays details (Job Fair name, Job Fair ID, Registration Start Date, Registration End Date, Download link) of the job fairs you had applied to participate in.
Job Fair participation Details

A Download button displays on the screen for each job fair that is current open. Any closed job fair listing on screen for which you had participated in will not display the Download button.

When you (registered jobseeker profile user) click this button information such as Job Fair Name, Date of registration, and Participation ID displays. For other users the Job Title also displays along with Job Fair Name, Date of registration, and Participation ID, when they click the Download button.

15. 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. Enter security code as shown in the displayed image
6. Click the **Change Password** button to update the password

### 16. Change Username

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

1. Select the **Change Username** option from the Sign-Out menu. The **Change Username** screen displays.

![Change Username Screen](image)

2. Enter the new Username
3. Click the Check User ID button to check whether this User ID is available or not to use
4. Enter security code as shown in the displayed image
5. Click the Generate OTP button
6. An OTP is generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Your Username is now changed
17. 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 Jobseeker option from the I am drop-down list.

3. Next, enter details in the following fields: First Name, Guardian/Father’s Name (if you remember the same, this is non-mandatory), Date of Birth, Mobile Number, and the security code that displays.
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. Click the Submit button.
8. The system will retrieve your Username and display it.

18. Preferences

This link allows you to set preferences for using the NCS portal. Define the preferences as required.
1. Click the **Preferences** link from the left panel. The **Preferences** screen displays.

![Preferences Screen](image)

2. Check the **Subscribe to email alerts** check box, to subscribe to bulk email alerts that are sent by the NCS portal. Uncheck the check box to unsubscribe from these alerts.

   **Note:** Bulk emails that you receive from the system will have an unsubscribe link at the bottom, to unsubscribe from those mailers.

![Email Unsubscribe Link](image)

3. Check the **Share Details with partner** check box, if you want the NCS portal to share your details with partner (third-party) websites when you apply on jobs posted by partners.

4. Check the **Share DigiLocker documents with employers** check box. Here on, the NCS portal will make your DigiLocker documents available to employers whose job posts you apply to on the NCS portal.

5. Use the **Click here** link to disassociate your NCS account from your DigiLocker account. By doing so, you will no longer be able to access documents uploaded to DigiLocker from the NCS portal.

6. Click the **Save** button, to save the entered details.
19. 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.

   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.
20. 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.

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.
21. 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>85.53 KB</td>
<td>06/08/2017 12:14 PM</td>
</tr>
</tbody>
</table>

Job Seeker-v4.10.25.07.2020
22. Documents

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

1. Click the **Documents** link from the top menu bar. This displays the **Documents** screen.

![Documents Screen](image)

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

23. 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.

![Policy Documents Screen](image)

2. Click the required link to view the listed NCS policies.
24. 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](image)

   2. If you click the Continue button, you are navigated to the [http://www.labour.nic.in/applications-and-appeals](http://www.labour.nic.in/applications-and-appeals) page where you can file an RTI.

25. 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.

26. 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.
27. 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 Cooperation</td>
<td><a href="http://agricoop.nic.in/Recruitment.aspx">http://agricoop.nic.in/Recruitment.aspx</a></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ministry of Agriculture</td>
<td>Department of Agricultural Research and Education</td>
<td><a href="http://sdc.nic.in/">http://sdc.nic.in/</a></td>
<td><a href="http://www.icar.org/education/">http://www.icar.org/education/</a></td>
</tr>
<tr>
<td>4</td>
<td>Ministry of Ayush</td>
<td>Department of Ayush</td>
<td><a href="http://ayush.gov.in/">http://ayush.gov.in/</a></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ministry of Chemicals and Petro-Chemicals</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>Ministry of Fertilizers</td>
<td>Department of Fertilizers</td>
<td><a href="http://nfit.nic.in/">http://nfit.nic.in/</a></td>
<td><a href="http://nfit.nic.in/Recruitments/Archives">http://nfit.nic.in/Recruitments/Archives</a></td>
</tr>
<tr>
<td>7</td>
<td>Ministry of Pharmaceuticals</td>
<td>Department of Pharmaceuticals</td>
<td><a href="http://pharmaceuticals.nic.in/">http://pharmaceuticals.nic.in/</a></td>
<td><a href="http://pharmaceuticals.nic.in/Recruitments/Archives">http://pharmaceuticals.nic.in/Recruitments/Archives</a></td>
</tr>
<tr>
<td>8</td>
<td>Ministry of Civil Aviation</td>
<td>Department of Civil Aviation</td>
<td><a href="http://www.civilaviation.gov.in">http://www.civilaviation.gov.in</a></td>
<td><a href="http://www.civilaviation.gov.in/instrument/civilaviation">http://www.civilaviation.gov.in/instrument/civilaviation</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.

28. Find Skill Provider

This link allows you to search for an appropriate skill provider whether it is a skill providing NSDC (National Skill Development Corporation) training centre near you or any other skill providing institution.

1. Click the **Find Skill Provider** link from the left panel. This displays the **Search Skill Providers** screen.

![Search Skill Providers Screen](image)

2. Select the required option from the displayed drop-down list.
Skill Providers Options

- Selecting the first option, a pop-up message displays notifying you whether you want to proceed to an external website link or not.

Redirection Notification

By selecting the Continue button, you will be navigated to the NSDC website where you can search for the nearest NSDC training centre.

- By selecting the second option you will be able to search for a non-NSDC skill provider, registered with the NCS portal, using the displayed search parameters (skill keyword and location) and then click the Search button.

Skill Providers Search Parameters

The list of the non-NSDC skill providers who match your search parameters displays. Select the required skill provider to contact them as required.
29. Find Counsellor

This link allows you to search for a career counsellor registered with the NCS portal whose counselling services you can avail to enhance your career prospects.

29.1 Search for a Counsellor

Follow these steps to search for a counsellor:

1. Click the Find Counsellor link from the left panel. This displays the Counsellor Calendar screen.

Counsellor Calendar Screen
2. Select the type of counselling (career counselling or vocational guidance) you require from the drop-down, enter a location in the text field and click the **Search** button. This displays available counsellors who match your search criteria.

```
Career Counsellor Search Results
```

3. Click the date for the counsellor whose session you want to book (dates displayed in green colour on the calendar depict sessions for which seats are available for booking). This displays the **Counsellor Schedule** pop-up with details (date of the session, contact details of the counsellor, type of counselling, location, session fee, etc.) of the selected counselling session.
Next, click the Book button to book the counselling session.

29.2 Counsellor Details

Follow these steps to view details of a specific counsellor:

1. Click the Find Counsellor link from the left panel. This displays the Counsellor Calendar screen.
2. Select the type of counselling (career counselling or vocational guidance) you require from the drop-down, enter a location in the text field and click the **Search** button. This displays available counsellors who match your search criteria.
3. Click the name (link) of the required counsellor listed in the **Counsellor Name** column. The **Counsellor** pop-up displays:

![Counsellor Pop-up](image)

**Counsellor Pop-up**

The pop-up displays details of the selected counsellor along with their education history.

30. **Profile**

This link allows you to view and download your NCS profile and also enable you to print out your identity card (I-Card). You can carry your I-Card with you to various job fair and events as your short profile.

1. Click the **Profile** link from the left panel. Two additional links display.
Profile Link Features

2. Click the **View & Download Profile** or the **I-Card** link as required

30.1 **View & Download profile**
This link allows you to review your complete profile and download the same if required.

1. Click the **View & Download CV** link from the left panel. The **Resume** screen displays.

---

**Resume**

**Personal Information**

- **Name**: Abhay Kumar Rayat
- **NCS ID**: 211LE11-80158556120
- **Gender**: Male
- **Date of Birth**: 14-09-1990
- **Email ID**: arayat1201@yahoo.co.in
- **Mobile**: 9654929260
- **Primary Language**: Hindi

**Martial Status**: Married

**Address**: No. 43, Gautam Buddha Nagar, Gautam Buddha Nagar, Gautam Buddha Nagar, 201301

---

**Experience**

<table>
<thead>
<tr>
<th>Total Years of Experience</th>
<th>Last Experience Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 years (3 months)</td>
<td>25/02/2019</td>
</tr>
</tbody>
</table>

**Employer Name**: Tejprateek

**Designation**: Team Lead

**Start Date**: 29/02/2019

**End Date**: 29/02/2019

**Current Job**: Yes

**Functional Role**: Team Leader

---

**Education**

<table>
<thead>
<tr>
<th>Highest Education Level</th>
<th>Skill</th>
<th>Specialization/Major</th>
<th>Board/University</th>
<th>Year of Passing</th>
<th>Grade/Percentage</th>
<th>Percentage</th>
<th>Nature of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D. (Doctor of Philosophy)</td>
<td>Chemical Engineering</td>
<td>DAUNAMERE UNIVERSITY, DAUNAMERE</td>
<td>2007</td>
<td>Full</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D. (Doctor of Philosophy)</td>
<td>Applied Physics</td>
<td>DAUNAMERE UNIVERSITY, DAUNAMERE</td>
<td>2013</td>
<td>B</td>
<td>Full</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D. (Doctor of Philosophy)</td>
<td>Biochemistry</td>
<td>DAUNAMERE UNIVERSITY, DAUNAMERE</td>
<td>2016</td>
<td>Full</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J.G. (Doctor of Judicial Science)</td>
<td>Law</td>
<td>BA</td>
<td>2006</td>
<td>Correspondence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.H.M. (Bachelor of Hotel Management)</td>
<td>Hotel Management</td>
<td>M.S.</td>
<td>2008</td>
<td>Full</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSC (10th Class)</td>
<td>W.B. Board</td>
<td></td>
<td>2007</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Qualifications / Trainings / Courses**

- **Certificate Name**: [Insert Certificate Name]
- **Year**: [Insert Year]
- **Issued By**: [Insert Issuing Authority]
- **Duration in Months**: [Insert Duration]
- **Further Details**

- **Awarded**: [Insert Award Year] (Illustration of Award)

**Other Skills**

- **Other Skill Name**: [Insert Skill Name]
- **Experience**: [Insert Experience]
- **Proficiency**: [Insert Proficiency]

---

**Engineer**: 3 years (4 months) | Expert

---

**Download Profile**
2. Review your profile and click the Download Profile button to download it.

30.2 I-Card
This link allows you to review your I-Card (short profile) and print the same if required.

1. Click the I-Card link from the left panel. The I-Card screen displays.

2. Click the Download I-Card button to download your I-Card.

Print your downloaded I-Card and use it as your short profile to introduce yourselves at various NCS job fairs, events, or to your interviews as required.

31. About DigiLocker
DigiLocker is a service that enables you to store documents (certificates, mark sheets, identification documents, etc.) online, and in digital format. The benefit of this service is that you can retrieve these documents from DigiLocker anytime and anywhere without the need to carry paper documents around.

31.1 DigiLocker for NCS Portal Users
The NCS portal is integrated with the DigiLocker service allowing you to upload and download your documents from within the NCS portal.

However, if you are a registered NCS portal user but do not have an existing DigiLocker account, then you can create a DigiLocker account for yourself. Click here to know more.

As a registered NCS portal user, you can access your Digi Locker account from the portal itself, if you already have a Digi Locker account. Click here to know more.
31.2 Create a DigiLocker Account

Follow these steps to get yourself registered with DigiLocker if you do not have a DigiLocker account as of now:

1. Click the DigiLocker connect link. The NCS portal navigates you to the DigiLocker site displaying this screen.

![DigiLocker Sign In Screen](image)

2. Click the Sign Up now link. This displays the following screen:

   Not yet on DigiLocker? Sign Up now
3. Enter your mobile number and then click the Continue button. The following screen displays:
4. Next, enter the OTP you receive on your mobile number in the Enter OTP field and then click the Verify button. The following screen displays after clicking the Verify button:

Note: Ensure you enter the OTP in the field before the timer, displayed under the Verify button, runs out of time.
DigiLocker Signup Credentials Screen

5. Enter your username and password in the said fields and then click the Signup button. The following screen displays:

Digi Locker Account Creation Message
6. Click the **Continue here >>** link displayed at the bottom of the screen. The following screen displays:

![National Career Service (Ministry of Labour and Employment)](image)

National Career Service (Ministry of Labour and Employment) would like to access your DigiLocker to:

- Get the list of issued documents.
- Download the issued documents.
- Get the list of uploaded documents and folders.
- Download the uploaded documents.
- Upload documents to your DigiLocker.
- Pull documents into your DigiLocker from issuers.
- Get your profile information (Name, Date of Birth, Gender).
- Get your eAadhaar data.

By clicking **Allow**, you provide your consent to allow this application to access your DigiLocker.

**Consent for Accessing DigiLocker**

7. Read the message displayed on the screen and then click the **Allow** button. You are navigated back to the NCS portal.
Note: By clicking the Allow button, you are allowing the NCS portal to access your DigiLocker account and the documents stored there.

As you are now registered with DigiLocker the DigiLocker connect link label is changed to Upload. This indicates that your NCS and DigiLocker accounts are now connected. You can now upload your documents to DigiLocker application directly from the NCS portal.

31.3 Access Your DigiLocker Account
If you already have a DigiLocker account, you can easily access this online service from the NCS portal as well.

Follow these steps to access your DigiLocker account from the NCS portal:

1. Click the DigiLocker connect link. The NCS portal navigates you to the DigiLocker site displaying this screen.

   ![DigiLocker Sign In Screen](image)

   **DigiLocker Sign In Screen**

   The NCS portal tab on the web browser is now replaced with the DigiLocker site.

2. Enter your login credentials in the Username and Password fields and then click the Sign In button. This displays the following screen:
Consent for Accessing DigiLocker

3. Read the message displayed on the screen and then click the Allow button. You are navigated back to the NCS portal.

Note: By clicking the Allow button, you are allowing the NCS portal to access your DigiLocker account and the documents stored there.
All the DigiLocker connect link labels are now changed to Upload. This indicates that your NCS and DigiLocker accounts are now connected. You can now upload your documents to DigiLocker application directly from the NCS portal.

31.4 Adding Documents to DigiLocker

As a registered DigiLocker user, you can add your documents (certificates, mark sheets, identification documents, etc.) to this online service from the NCS portal.

There are two ways to add documents to the DigiLocker: upload documents and pull issued documents from various issuing agencies.

31.4.1 Upload Documents

Follow these steps to upload your documents to DigiLocker:

1. Click the Upload link. The Add Document to DigiLocker pop-up displays. There are two tabs on the pop-up, ensure that the Upload Document tab is selected.

   ![Add Document to DigiLocker](image)

   **Upload Document Tab**

   **Note:** The feature (Pull Issued Document tab on the Add Document to DigiLocker pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else, wherever an issue document is not required the Add Document to DigiLocker pop-up will just display the Upload Document tab.

2. Click the Choose File button and locate the file, on the computer, you want to upload.
3. Click the **Upload** button. The **Upload Document** tab displays a success message as displayed here:

![Upload Successful Message]

**Upload Successful Message**

**Note:** The **Upload Document** tab displays an error message if the NCS portal is unable to upload your document to DigiLocker. Read the error message carefully and upload the document again after taking corrective action as required.

4. Click the **Close** button.

**Update Download Delete Links**
All the Upload link labels are now changed to Update | Download | Delete. This indicates that your document is now added to the DigiLocker and you can now either update the said document, download or delete the same.

31.4.2 Pull Issued Documents

Documents such as caste certificate, PAN, driving license, educational mark sheets, disability certificate that are issued by respective government bodies and agencies (issuers), can be pulled into the NCS portal from the DigiLocker.

The NCS portal only displays list of issuers who have made documents and certificates available digitally on DigiLocker.

Follow these steps to pull your issued documents from DigiLocker:

1. Click the Upload link. The Add Document to DigiLocker pop-up displays. There are two tabs on the pop-up, ensure that the Pull Issued Document tab is selected.

   ![Add Document to DigiLocker](image)

   **Pull Issued Document Tab**

   **Note:** The feature (Pull Issued Document tab on the Add Document to DigiLocker pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else wherever an issue document is not required the Add Document to Digi Locker pop-up will just display the Upload Document tab.

2. Select the name of the required issuer from the Issuer Name drop-down list.
Issuer Name Drop-down List

**Note:** The lists of displayed names of the issuers is contextual to the field related to which, you want to pull a document from DigiLocker. For example, for pulling a driving license, the Issuer Name drop-down will list names of all issuers (driving license authorities), who have made driving license available digitally on DigiLocker.

3. Next, select the required document or certificate from the Document/Certificate drop-down list.

Select Issued Document

4. Enter details on the field(s) that display.
**Note:** The field(s) that display can vary depending on the type of issuer document that is going to be pulled from DigiLocker. For example, fields that appear on this tab, for pulling a driving license may vary for pulling a disability certificate.

Enter Details

5. Click the **Fetch Document** button. The **Pull Issued Document tab** displays a success message as displayed here:

Fetch Document Successful Message

**Note:** The **Pull Issued Document tab** displays an error message if the NCS portal is unable to pull your issued document from DigiLocker. Read the error message carefully and pull the document again after taking corrective action as required.
6. Click the Close button.

Update Download Delete Links

All the Upload link labels are now changed to Update | Download | Delete. This indicates that your document is now added to the DigiLocker and you can now either update the said document, download or delete the same.

31.5 Updating Existing Documents on DigiLocker

You might want to update documents that you have already uploaded to DigiLocker. Updating allows you to upload and replace (update) the older version of your document with the latest version of that particular document on DigiLocker.

Follow these steps to update your existing documents on DigiLocker:

1. Click the Update link. The Add Document to DigiLocker pop-up displays. There are two tabs on the pop-up, ensure that the Upload Document tab is selected.

   ![Add Document to DigiLocker](image)

   **Upload Document Tab**

   **Note:** The feature (Pull Issued Document tab on the Add Document to DigiLocker pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else, wherever an issue document is not required the Add Document to DigiLocker pop-up will just display the Upload Document tab.

2. Click the Choose File button and locate the file, on the computer, you want to upload.
3. Click the **Upload** button. The **Upload Document** tab displays a success message as displayed here:

![Upload Success Message]

**Upload Successful Message**

**Note:** The **Upload Document** tab displays an error message if the NCS portal is unable to upload your document to DigiLocker. Read the error message carefully and upload the document again after taking corrective action as required.

4. Click the **Close** button.

The previously uploaded document to DigiLocker is now replaced with the new document; you just uploaded using the **Update** link.
31.6  Downloading Documents from DigiLocker

Follow these steps to download your documents from DigiLocker:

1. Click the **Download** link of the required document. The said document is downloaded to your computer.

2. Access the downloaded document to view it.

31.7  Disconnecting from DigiLocker

You can disassociate your NCS portal account from your DigiLocker account anytime you want. Doing this, you will not be able to access documents already uploaded to DigiLocker.

1. Access the **Preferences** screen.

![Preferences Screen](image)

2. Click the **Click here** link. The **Confirm** pop-up displays.

![Confirm Pop-up](image)

3. Click the **Ok** button.

Your accounts are now disconnected. This means you can no longer access documents uploaded to DigiLocker from the NCS portal.

**Note**: To re-establish connection between your NCS and DigiLocker accounts, once again, click any **DigiLocker connect** link and go through the suggested procedure as before. Next, upload all the required documents to DigiLocker from the NCS portal.
31.8 Sharing Documents with Employers

NCS portal can share documents you upload on DigiLocker with prospective employees. You need to provide your approval to do so on the Preferences screen.

1. Access the Preferences screen.

2. Next, check the Share DigiLocker document with employer(s) check box. Here on, the NCS portal will make your DigiLocker documents available to employers whose job posts you apply to on the NCS portal.