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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/. The Home page of the NCS portal displays.
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.
### Registration Screen

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Enter your first name</td>
</tr>
<tr>
<td>4.</td>
<td>Enter the middle name</td>
</tr>
<tr>
<td>5.</td>
<td>Enter the last name</td>
</tr>
</tbody>
</table>
6. Select the appropriate gender  radio button
7. Select your date of birth from the calendar
8. Enter guardian or father’s name
9. 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.

**Note:** Once your registration process is completed, the education related data entered here is saved to your profile (in the Education & Training tab for an Advanced profile and the default option in the Highest Education Level drop-down list in the Personal Information tab for a Basic profile).

10. Select a state from the drop-down list
11. 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.

12. Enter your Email ID
13. Enter your ten digit mobile number
14. 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”.
15. Retype the same password for confirmation
16. Select the Unique Identification type (PAN card, Aadhaar card or Others) from the drop-down list

**Note:** Aadhaar card number will be verified through the Unique Identification Authority of India (UIDAI) service.

**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.

17. Enter Unique Identification number based on the Unique Identification type
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.
23. Enter the OTP verification code which you receive on your registered mobile number.

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

24. Click the **Submit** button. Your account is created successfully.
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.

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

![Login Form](image)
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 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.
2.4.1 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 two tabs as a part of the View/Update Profile feature. The tabs that display include: the Personal Information tab and the Communication tab.

Profile Tabs for a Basic Profile

To Change Profile from Basic to Advanced
The Personal Information tab for a Basic profile 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.

Note: Once the profile is changed from Basic to Advance the Highest Level Education drop-down list disappears from the Personal Information tab and is made available in the Education and Training tab.

2.4.2 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 Personal Information tab, the Communication tab, the Physical Attributes tab, the Education and Training tab, the Experience tab, the Other Skills tab, and the My References tab.
Profile Tabs for an Advanced Profile

To Change Profile from Advanced to Basic

The Education and Training tab for an Advanced profile 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 8th, Up to 9th, 10th, 11th, 12th, Diploma after 10th, 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 Highest Level Education drop-down list is made available in the Personal Information tab as the Education and Training tab is no longer available.

2.5 View/Update Jobseeker Profile

This link allows you to view and update your profile. You will only be able to view two tabs, that is, the Personal Information tab and the Communication tab if you have a Basic profile. However, you will be able to view all the profile tabs if you have an Advanced profile. For more information on profiles view the Basic and Advanced Profiles section.

1. Click the View/Update Profile link. The Personal Information screen displays.
2. Select the appropriate gender radio button
3. Select your date of birth from the calendar
4. Enter Email ID (if not entered)
5. 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. Click the Verify Email link to get your entered e-mail
verified through an OTP that is send to the same email. However, if at a later date you replace the verified e-mail with a new email ID, the new email would have to be verified.

6. Select your marital status from the drop-down list
7. Enter name of your spouse
8. Enter your guardian or father’s name
9. Enter your mother’s name
10. Select religion from the drop-down list
11. 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.

12. Upload Your CV to DigiLocker

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

13. Select the highest education level from the drop-down list

**Note:** This drop-down list is only available if you have a basic profile. 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.

14. Click the *Edit* link, if you want to change the Know your customer (KYC) details
   i. Click the *Add More* button, if you wish to add a new KYC detail. The + Unique Identification pop-up displays.

   ![Unique Identification Pop-up](image)

   **+ Unique Identification Pop-up**
   
   - Type: Aadhaar Card
   - Name as on KYC: Abhishek Kumar Rai
   - Number: 8788787878

   
   - Click the *Save* button

   ii. Select the Unique Identification number from the drop-down list
   iii. Enter Unique Identification number
   iv. Click the *Save* button

15. Check the *Verify AADHAAR* 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.

16. Select the employment status from the drop-down list
17. Select the primary language from the drop-down list

18. Check the **Retired from Govt. Services** ✔️ check box, if you have retired from government service

19. Check the **Ex-Serviceman** ✔️ check box, if you are an ex-serviceman

20. Click the **Save** button, to save the entered details

21. Click the **Physical Attributes** tab. The **Physical Attributes** screen displays.

![Physical Attributes Screen](image)

22. Enter height

23. Enter weight

24. Enter chest size

25. Select the blood group from the drop-down list

26. Select eye sight detail from the drop-down list

27. Select the **Yes** radio button, if you are differently abled, otherwise select **No**

28. Select type of disability from the drop-down list

29. Select working capacity from the drop-down list

30. Select if you have full or partial disability

31. Select disability percentage from the drop-down list

32. Select the **Yes** radio button, if you have a certificate otherwise select **No**

**Note:** Upload your disability certificate to the DigiLocker application.

Click here to know how DigiLocker application works.
33. Click the **Save** button, to save the entered details

34. Click the **Communication** tab. The **Communication** screen displays.

35. Enter the address

36. Select a state from the drop-down list

37. Select a district from the drop-down list

38. Select a sub-district, taluka, or tehsil from the drop-down list

39. Select the name of city or village from the drop-down list

40. Enter the pin code

41. Enter the landline number with area code

42. Check **Same as above** check box if your permanent and current address are same

43. Click the **Save** button, to save the entered details

44. Click the **Education & Training** tab. The **Education & Training** screen displays.
### Education & Training Details

#### Highest Education Level

**Education History**

<table>
<thead>
<tr>
<th>University</th>
<th>Degree</th>
<th>Specialization</th>
<th>Year of Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAVGARI</td>
<td>Ph.D. (Philosophy)</td>
<td>Chemical Engineering</td>
<td>June 2007</td>
</tr>
<tr>
<td>DAVGARI</td>
<td>Ph.D. (Philosophy)</td>
<td>Applied Physics</td>
<td>April 2013</td>
</tr>
<tr>
<td>DAVGARI</td>
<td>Ph.D. (Philosophy)</td>
<td>Biochemistry</td>
<td>March 2010</td>
</tr>
<tr>
<td>DAVGARI</td>
<td>LLB (Law)</td>
<td></td>
<td>April 2005</td>
</tr>
<tr>
<td>DAVGARI</td>
<td>BHM (Hospital Management)</td>
<td></td>
<td>July 2009</td>
</tr>
<tr>
<td>DAVGARI</td>
<td>BCA (Computer Applications)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Other Qualifications / Trainings / Courses

<table>
<thead>
<tr>
<th>Certificate Name</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>11th Class</td>
<td>2012</td>
</tr>
</tbody>
</table>

#### Assessment Report

<table>
<thead>
<tr>
<th>Assessment Title</th>
<th>Assessment Details</th>
<th>Assessment Date</th>
<th>Assessment Score</th>
<th>Remarks</th>
<th>Created By</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jntfds</td>
<td>Jntfds</td>
<td>09/02/2018 12:00:00 AM</td>
<td>Jntfds</td>
<td>jntfds</td>
<td>5987645</td>
<td>11:32:58</td>
</tr>
</tbody>
</table>

---

**Education & Training Screen**
45. Select the highest education level from the drop-down list and then click the Save button.

**Note:** By selecting any one of the following options: No Schooling, Up to 8th, Up to 9th, 10th, 11th, 12th, Diploma after 10th, or ITI, and clicking the Save button, an Advanced profile is changed to a Basic profile. Also, all the profile tabs except for the Personal Information tab and the Communication tab disappear and the Highest Education Level drop-down list is made available from the Personal Information tab.

46. Click the Add More button, to add your education details. The + Add Education pop-up displays.

![Add Education Pop-up](image)

47. Select an education level from the drop-down list
48. Select specialisation from the drop-down list
49. Enter name of the board or university
50. Enter name of the institute
51. Select entry date from the year and month drop-down lists
52. Select year of passing from the year and month drop-down lists
53. Select the medium of education from the drop-down list
54. Select the nature of course from the drop-down list
55. Enter grade/percentage/percentile value
56. 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.

57. Click the Add More button, to add details of other certifications you have earned. The + Other Qualifications / Trainings / Courses pop-up displays.
58. Enter name of the certification
59. Select year of completing the certificate from the drop-down list
60. Enter name of the institution that issued the certificate
61. Enter duration (months) for the certification course
62. Enter additional details about the certification
63. Click the **Save** button, to save the entered details
64. Click the **Experience** tab to add details of your professional experience. The **Experience** screen displays.

65. Select the total years of experience from the drop-down list
66. Enter the days you would take to join the new job (notice period)
67. Enter the professional title for the current/last job
68. Enter the current/last salary
69. Select the current salary duration type from the drop-down list
70. Select the employer type of the current employer from the drop-down list
71. Check the **Currently Seeking a Job** ✔️ check box, if you are looking for a job
72. Click the **Add More** button, to add experience details
73. Click the **Save** button, to save the entered details
74. Click the **Other Skills** tab. The **Other Skills** screen displays.

![Other Skills Screen](image)

75. Click the **Add More** button. The **+ Other Skills** pop-up displays.

![+ Other Skills Pop-up](image)

76. Enter name for the skill
77. Select the experience from the year and month drop-down lists
78. Select the required proficiency (beginner, intermediate, expert) radio button
79. Click the **Save** button, to save the entered details
80. Click the **My Reference** tab to add reference details. The **Reference** screen displays.
81. Enter name of your reference
82. Enter Email ID of the reference
83. Enter designation of the referred person
84. Enter name of the organisation where the reference works
85. Enter the ten digit mobile number of the reference
86. Click the Save button, to save the entered details

3. 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.

3.1 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).

**Job Search Results**

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

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

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.

### 3.2 Vacancies by Category

The **Find Job Vacancies** 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.

<table>
<thead>
<tr>
<th>States &amp; Union Territories</th>
<th>Sectors</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government Jobs</td>
<td>Jobs for Differently Abled</td>
<td>Jobs for Ex-Servicemen</td>
</tr>
<tr>
<td>(7 Jobs)</td>
<td>(6 Jobs)</td>
<td>(6 Jobs)</td>
</tr>
<tr>
<td>Private Jobs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(45 Jobs)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job Categories

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

<table>
<thead>
<tr>
<th>States &amp; Union Territories</th>
<th>Sectors</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>Government Jobs</td>
<td>Jobs for Differently Abled</td>
<td>Jobs for Ex-Servicemen</td>
</tr>
<tr>
<td>(7 Jobs)</td>
<td>(6 Jobs)</td>
<td>(6 Jobs)</td>
</tr>
<tr>
<td>Private Jobs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(45 Jobs)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job Sub-categories

4. The Search Job screen displays, listing the job vacancies from the selected job sub-category.
Search Job Screen

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

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.

3.3 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 Display Contact Information in the Job Posting is checked)
• Email (if provided and Display Contact Information in the Job Posting is checked)

3.4 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](image)

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.
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.

c) If the user does not check the check box, and clicks the Ok-Proceed button, they are redirected to the partner’s (third-party) website, for completing the job application process. However, the NCS portal does not pass details of the jobseeker to the partner’s website.

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.

4. 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.
Click the **Job Title** link to view details of the applied job.

Click the **Company** link to view details of the company.

### 5. 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.

#### 5.1 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.

#### 5.2 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)

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

![The Accept Option](image)

**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.

### 5.3 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.

   ![Action Button Options](image)

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

   ![The Reject Option](image)

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

6. Job Preferences

This link allows you to save the job search criteria. Based on this criteria, you will receive job notification mails on your registered Email ID.

1. Click the Job Preferences link from the left panel. The Job Preferences screen displays.

   ![Job Preferences Screen](image)

   2. Enter the job title
   3. Select relevant experience from the drop-down list
   4. Select the required sector(s)
   5. Select the functional area from the drop-down list
6. Select the functional role from the drop-down list
7. Enter the preferred location
8. Enter the salary you expect (mention salary type from the drop-down list and enter amount)
9. Select organisation type from the drop-down list
10. Select nature of job from the drop-down list
11. Select shift timings from the drop-down list
12. Click the Save Search Criteria button

**Note:** The State and District options that you had selected during the jobseeker registration process are not updated in the Job Preferences screen as your preferred location. Nevertheless, if you change the State and District 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.

---

**Preferred Location**

To get job alerts as per your preference ensure:

- Your email ID is updated on the **Personal Information** screen (View/Update NCS Profile > Personal Info)
- The **Currently Seeking a Job** check box on the **Experience** screen is checked (View/Update NCS Profile > Experience)
- The **Subscribe to email alerts** check box on the Preferences screen (View/Update NCS Profile > Preferences), is also checked
- You should have logged on to the NCS portal at least once in the last 3 months

### 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.

   **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 the feedback options

```
Service Availed Feedback Options

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

This link allows you to search for and view upcoming job fairs and events and even register yourself for them.

8.1 Search Job Fair/Event

1. 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)

8.1.1 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).

<table>
<thead>
<tr>
<th>Job Fair Result List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Saturday (December 1, 2018)</strong></td>
</tr>
<tr>
<td>All-Day</td>
</tr>
<tr>
<td>Click here for details</td>
</tr>
<tr>
<td><strong>Sunday (December 2, 2018)</strong></td>
</tr>
<tr>
<td>All-Day</td>
</tr>
<tr>
<td>Click here for details</td>
</tr>
<tr>
<td><strong>Monday (December 3, 2018)</strong></td>
</tr>
<tr>
<td>All-Day</td>
</tr>
<tr>
<td>Click here for details</td>
</tr>
<tr>
<td><strong>Tuesday (December 4, 2018)</strong></td>
</tr>
<tr>
<td>All-Day</td>
</tr>
<tr>
<td>Click here for details</td>
</tr>
<tr>
<td><strong>Wednesday (December 5, 2018)</strong></td>
</tr>
<tr>
<td>All-Day</td>
</tr>
<tr>
<td>Click here for details</td>
</tr>
<tr>
<td><strong>Thursday (December 6, 2018)</strong></td>
</tr>
<tr>
<td>All-Day</td>
</tr>
<tr>
<td>Click here for details</td>
</tr>
<tr>
<td><strong>Friday (December 7, 2018)</strong></td>
</tr>
<tr>
<td>All-Day</td>
</tr>
<tr>
<td>Click here for details</td>
</tr>
<tr>
<td><strong>Saturday (December 8, 2018)</strong></td>
</tr>
<tr>
<td>All-Day</td>
</tr>
<tr>
<td>Click here for details</td>
</tr>
</tbody>
</table>

   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.
Job Fair Title and Click here for details Link

iii. The details of the selected job fair display on a pop-up.

Job Fair Details Pop-up

Note: The Tentative No. of Participating Employers and Tentative List of Employers fields display information only when more than five employers are participating in a job fair.

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](image)

**Job Fair Result Calendar**

ii. To view the details of a particular job fair click the title of that job fair on the calendar.
Job Fair Title

iii. The details of the selected job fair display on a pop-up.
8.1.2 Search for Events

Follow these steps to search for events:

1. Ensure that the **Events** tab is selected on the **Job Fair/Event** screen.

2. Define search filter criteria (**State**, **District**, and **Industry**).
   - **Note:** The **District** and **Industry** filters allow you to make multiple selections.


4. Click the **Search** button.

5. The results display in **List** and **Month** formats:

   a. **In List Format**
      i. Results of events that match your search criteria display in list format by default. This list displays search results for three months (current month and two months in the future).

   ![Event Result List](image)

   **Event Result List**

   ii. To view the details of a particular event you can either click the title of the event in the list or click the **Click here for details** link for that event listing.
**Event Title and Click here for details Link**

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

**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.

Event Result Calendar

ii. To view the details of a particular event click the title of that event on the calendar.
### Event Title

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

![Event Details Pop-up](image_url)
8.2 Job Fair/Event Participation

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

8.2.1 Participate in a Job Fair

Follow these steps to participate in a particular job fair:

1. Ensure that the pop-up displaying details of the job fair you want to participate in is open.

   ![Job Fair Details Pop-up](image)

   **Job Fair Details Pop-up**

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.

   ![Job Fair Pre-registration Screen](image)
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.

---

![Personal Info Section](image)

**Job Fair Pre-registration Screen: Personal Info Section**

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.
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. Review the employers and select the job(s) you are interested. The job(s) you select get listed under the Jobs Added in Bucket label.
Jobs Added in Bucket

Note: You can apply or withdraw from jobs associated with a specific job fair thereby updating items listed in your Jobs Added in Bucket. This can be done within a specific time bound limit set as per the job fair properties (this time limit is set to zero days [default value] if no other rule is applied to the job fair properties settings).

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.

Note: The jobs listed for you, in the Jobs Added in Bucket are classified as per respective employees/placement organisations. For example, if you have applied for two jobs from Employee One and three jobs from Employee Two, then the apply bucket will display two jobs listed under Employee One and three jobs under Employee Two respectively.

Note: When the job fair job(s) listed for you, in your Jobs Added in Bucket are withdrawn by the respective employer or the interview scheduled for such jobs is cancelled by the employer, in such cases those job fair jobs are removed from your Jobs Added in Bucket list.

Note: The portal refreshes the numbering sequence of job fair jobs to factor in the jobs that were removed. However, the sequence number of the jobs in the Jobs Added in Bucket that are portal jobs do not change in any manner.

8. Click the Submit Participation button to participate in the selected job fair.

8.2.2 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.
2. Next, click the Proceed button. The Event Pre-registration screen displays.

3. Click the Submit Participation button.

9. Grievances/Feedback

This link allows you, as a jobseeker, to post any feedback, grievance, query, or request regarding the NCS portal.
1. Click the **Grievances/Feedback** link from the footer section of the screen. The **Grievance** screen displays.
2. Enter your name
3. Enter your Email ID
4. Enter your mobile number
5. Select your highest education level from the drop-down list
6. Select a state from the drop-down list
7. Select a district from the drop-down list
8. Select a sub-district, taluka, or tehsil from the drop-down list
9. Select a city or village from the drop-down list
10. Select type of case from the drop-down list
11. Select case category from the drop-down list
12. Select sub category of the case from the drop-down list
13. Enter the description for the case
14. Review the security image and enter the displayed text
15. Click the Submit button
16. 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.
11. Assessment Tool

The link allows you to take available assessment exams. As of now, links to four assessment examinations (two each for Hindi and English) are available namely: BARO (Psychometric) English exam, Cognitive (Aptitude) English exam, BARO (Psychometric) Hindi exam, and Cognitive (Aptitude) Hindi exam.

The aforementioned links are available irrespective of the language that has been selected for viewing the portal contents. This screen also displays your assessment reports.

1. Click the Assessment Tool link from the left panel. This displays the Assessment Tool screen with links to the available assessments.

![Assessment Tool Screen](Assessment Tool Screen)

2. Click the required assessment link. A pop-up message displays notifying you whether you want to proceed to an external link or not.

![Redirection Notification](Redirection Notification)

3. Click the Continue button to proceed, you are navigated to login page of an external online assessment agency (Wheebox).
Wheebox Login Screen

4. Enter your NCS password in the **Password** field and then click the **Login** link.

**Note:** Complete your assessment as per the provided instructions.

**Note:** Once you are done with the examination, your assessment report becomes available in **Assessment Report** section of the **Assessment Tool** screen. This report also displays in the **Assessment Report** section in the **Education & Training** tab of your profile page.

12. **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.
My Appointments Screen

Click the **Counsellor Name** link to view details of that particular counsellor.

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

13. 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.

Documents Screen

14. 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.

15. 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.

16. Change Password

This link allows you to change your password for the NCS portal.

1. Click the Change Password link from the left panel. 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
17. 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]

2. Check the **Subscribe to email alerts** checkbox, to subscribe to bulk email alerts that are sent by the NCS portal. Uncheck the checkbox 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]

3. Check the **Share Details with partner** checkbox, 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** checkbox. 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.
18. 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.

Available Reports
19. 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.

Available Reports
20. 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

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

<table>
<thead>
<tr>
<th>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>Xl</td>
<td>85.53 KB</td>
<td>06/05/2017 12:14 PM</td>
</tr>
</tbody>
</table>
21. 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]

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

22. 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]

2. Click the required link to view the listed NCS policies.
23. 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.

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

24. 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.

25. 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.
26. 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.

### Listed Government Jobs

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

27. 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

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.
28. 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.

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, individual counselling, group counselling, etc.) 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.
4. Next, click the **Book** button to book the counselling session.

**29. 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.

29.1 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.
2. Review your profile and click the **Download Profile** button to download it.

### 29.2 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.
30. 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.

30.1 DigiLocker for NCS Portal Users

The NCS portal is now integrated with the Digi Locker 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 Digi Locker 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.

30.2 Create a Digi Locker Account

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

1. Click the Digi Locker connect link. The NCS portal navigates you to the Digi Locker site displaying this screen.
The NCS portal tab on the web browser is now replaced with the DigiLocker site.

2. Click the **Sign Up now** link. This displays the following screen:
3. Enter your mobile number and then click the **Continue** button. The following screen displays:
Enter OTP

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.
5. Enter your username and password in the said fields and then click the **Signup** button. The following screen displays:
Click the Continue here >> link displayed at the bottom of the screen. The following screen displays:

National Career Service
(Ministry of Labour and Employment)

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 Digi Locker 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 Digi Locker.

Consent for Accessing DigiLocker

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.

![Upload Buttons](image)

### Upload Buttons

**Note:** Using the Upload link you can upload and save various documents to the DigiLocker application. However, not all of these links are labelled as “Upload” but some of these links have a specific label such as “Upload Marksheet”, and “Upload Certificate” for uploading documents as per their namesake.

30.3 **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 Digi Locker account from the NCS portal:

1. Click the Digi Locker connect link. The NCS portal navigates you to the Digi Locker site displaying this 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:

**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:
National Career Service (Ministry of Labour and Employment)

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

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.

Upload Buttons

Note: Using the Upload link you can upload and save various documents to the DigiLocker application. However, not all of these links are labelled as “Upload” but some of these links have a specific label such as, “Upload Marksheet”, and “Upload Certificate” for uploading documents as per their namesake.

30.4 Uploading Documents to DigiLocker

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

Follow these steps to upload your documents to DigiLocker:

1. Click the Upload link. The Upload to DigiLocker pop-up displays:

   Note: Using the Upload link you can upload and save various documents to the DigiLocker application. However, not all of these links are labelled as “Upload” but some of these links have a specific label such as “Upload Marksheet”, and “Upload Certificate” for uploading documents as per their namesake.

   ![Upload to DigiLocker Pop-up](image)

2. Click the Choose File button and locate the file, on the computer, you want to upload.
Select File

3. Click the **Upload** button. The **Upload to DigiLocker** pop-up displays a success message as displayed here:

![Upload Successful Message](image)

**Upload Successful Message**

**Note:** The **Upload to DigiLocker** pop-up 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.

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

Note: As you will upload different types of documents to DigiLocker the labels of the corresponding links will change accordingly. The label of the “Upload” link will change to “Upload | Download”. Similarly, labels would change for documents as per their namesake.

30.5 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 **Upload to DigiLocker** pop-up displays:

   **Note:** The **Update** link allows you to upload and replace a previously uploaded document to DigiLocker.

   ![Upload to DigiLocker Pop-up](image)

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

![Upload to DigiLocker](image)

**Upload Successful Message**

*Note:* The **Upload to DigiLocker** pop-up 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.

### 30.6 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.

30.7 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

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

   Confirm Pop-up

   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.

30.8 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.