LOCAL SERVICE PROVIDER – REGISTRATION PROCESS

Start

Visit www.ncs.gov.in

Click on New User? Sign Up button

Select “Local Service Provider” option from the “Register As” drop down

Select “Local Service Type” from the drop down

Fill Area(s) of Operation, Days of Operation and Operating Time. A Local Service Provider can select multiple areas of operation while registration

Enter the Unique Identification (UID) Number and User Name

Select the “Unique Identification Type”: Pan Card/Aadhaar Card/Voter’s Identity Card/ Passport/ Driving License or UAN Number

Fill all the Mandatory User Details: Name, Gender, D.O.B., Guardian’s Name, Highest Education Level, State, Mobile Number

Click on the “Submit” Button

After successful registration, Enter the OTP received on the registered Mobile Number

Again Click on “Submit” button & account is successfully created

Stop