



Local Service Provider Handbook

National Career Service Portal

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

Local Service Provider

A Local Service Provider is a person who offers local services for home within the locality of a particular area.

Many Local Services are currently available on the NCS Portal i.e. Aayah/Child Caretaker, Beautician, Carpenter, Computer Repair and Networking, Construction/Laborer, Cook, Driver, Electrician, Gardener, Garment Tailor, Laptop Service, Maid/Housekeeping, Nurse, Painter, Plumber, Security Guard, Teacher, Financial Adviser, Music Teacher, Income Tax Adviser, Insurance Adviser, Auto Mechanic, TV Repairs, AC/Watercooler/Purifier Technician, Local Photographer, Jewellery Imitation.

All the stakeholders i.e. Jobseeker, Employer, Career Centre, Counsellor, Skill Provider, Placement Organization, Household User or Government Department can avail the services of a Local Service Provider by simply clicking on “Find Local Help” under Search drop down of the NCS Portal Home Page.

1. Registration

Any Local Service Provider can register itself on NCS Portal by following the below mentioned steps:

- Visit www.ncs.gov.in, The Home Page will be displayed
- Click on **New User? Sign Up** button on right side of the Home Page.
- Select the Local Services option from the “**Register As**” drop-down. This displays the Local Service Provider user registration screen.
- Fill the complete Registration Form along with Unique Identification Number (either of Pan Card, Aadhaar Card, Voter’s Identity Card, Passport, Driving License or UAN Number)
- Local Service Provider has to provide the complete information of his/her operations/services:
 - i) **Area (s) of Operation:** Fill the Area (s) of Operation by mentioning Pincode and Landmark. The Local Service Provider can select multiple areas of operation while registering on the NCS Portal
 - ii) **Days of Operation:** Mention the days of the week in which Local Service Provider wants to provide services to the users
 - iii) **Operating time:** Select the timings for the operations/services of Local Service Provider
- After successful registration, an OTP will be sent to the registered mobile number. Use the same **OTP for successful verification**
- After entering the OTP, Click on Submit button and the account will be created successfully.

2. Search & Apply Jobs

Local Service Provider can search jobs by clicking on Search Jobs tab in the left navigation panel of the Local Service Provider dashboard.

- Jobs search can be customized by using specific keywords, Location, Expected Salary etc. or using advanced search parameters to further narrow down the results
- After setting the search criteria, click the Search button to view search results in the Jobs section of the screen

- Local Service Provider can also save his search criteria to get job notification emails on his registered email id.
- The search results can also be refined using the filters in the right navigation of the search page
- The job search result 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
- Click the “Apply” button on right side of each job posting to apply for that particular job role
- For NCS partner jobs, Local Service Provider would be redirected to the partner’s website to finish the application process

Once the Local Service Provider is selected for an interview by the Employer, he will be intimated on his registered Email id and Mobile Number for the same.

3. Feedback on Local Services

- This functionality allows Local Service Provider to give feedback to other local service providers based on their quality of work/services.
- Local Service Provider can give the feedback by selecting the **Feedback on Local Services** Tab in the left panel of the LSP Dashboard.

4. Job Fairs & Events

- Local Service Provider can view, register and participate for the upcoming job fairs and events by selecting the Job Fairs and Events Tab in the left panel of the Local Service Provider dashboard.

5. Book an appointment with Counsellor

- Local Service Provider can also seek guidance from a Counsellor, at a fee of maximum Rs. 300/- per hour
- To find a counselor, Local Service Provider can search **Counsellor** under the **Search** drop-down of NCS Portal Home Page
- On selecting the type of counselling and state, a list of registered counsellors is displayed with their available time slots. Local Service Provider can book an appointment as per the available slots

6. Find Career Centre

- Local Service Provider can also visit the nearest Career Centres for any employment related services.
- To find career center’s visit Home on the top panel of Local Service Provider dashboard. Select Find Career Centre in the search dropdown. Career centers can be searched via location.

7. Find Skill Provider

- Local Service Provider can view the details of various registered skill providers on the NCS Portal for any kind of Skill Training/courses
- To find a Skill Provider, Local Service Provider can simply search **Skill Provider** under the **Search** drop-down of NCS Portal Home Page

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