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1. Overview

The Local Services module covers the following functionality:

- Accessing the application
- Signup/Registration
- Login into the NCS Portal
- View/Update Profile
- Search Jobs
- Register with UBER
- Jobs Applied
- Job Preferences
- Feedback on Local Services
- Events
- Announcements
- Grievances
- Cases
- Change Password
- Reports
- Documents

2. Getting Started

2.1 Access the application

To access the National Career Service portal (NCS Portal), type http://www.ncs.gov.in/. The Home page displays.
2.2 Signup/Registration

The Local Services needs to register on the NCS portal. **New User? Signup** button allows him/her to initiate the registration process. The registration process allows you to create a password and user name for future logins to use the other functionality.

1. Click on **New User? Sign Up** button from login page. This displays the registration screen.

2. Select the Local Service from the drop down box. The displays the local services registration screen.
3. Select the type of local service you want to provide

**Note:** If the Driver option is selected the registration screen displays an additional field named Register with. This field enables you to become a driver partner who is associated with the required transportation network.
**Note:** Selecting the Driver option will also display a set of questions. Answer these questions by selecting the Yes or No option. This question set only displays if you select the Driver option from the Local Services Type field.

- Do you know how to drive?** *(Yes/No)*
- Do you have a commercial license?** *(Yes/No)*
- Do you own a car?** *(Yes/No)*
- Do you want to buy a car?** *(Yes/No)*
- Do you want to drive for someone else?** *(Yes/No)*

**Note:** Furthermore, the selection of the Driver option from the Local Services Type field also causes the Area(s) of Operation field to display as a single field. Here you can only enter required location(s) as per the provided list.

4. Enter your first name
5. Enter the middle name
6. Enter the last name
7. Select the appropriate gender ☐ radio button
8. 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 types: Voter’s Identity Card, Passport, Driving License, or UAN Number.

9. Enter Unique Identification Number based on the Unique Identification type

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

10. Select your date of birth from the calendar
11. Enter guardian or father’s name
12. Select your highest education level from the drop-down list
13. Select a state from the drop-down list
14. Select a district from the drop-down list

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

15. Enter your Email ID
16. Enter your ten digit mobile number
17. 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”.
18. Retype the same password for confirmation
19. Choose your username from the drop down list (options include: Unique Identification (UID) Number, Email, and NCS ID) for logging into the NCS portal
20. Select the transport network you want to register with as a driver partner.

   Note: Once your registration with UBER has been approved, UBER’s logo will be displayed in front of your name on the NCS Portal in search results. For Example: Mr. Sanjay Sahni.

21. Enter the area of operation (one or more as required) by providing the pin code and landmark details. Use the Add button to mention additional areas of operation.

   Note: The Area(s) of Operation field displays as a single field if the Driver option is selected from the Local Service Type field.

22. Mention the days of the week you are operational by selecting the required check box
23. Select the time you would be operational using the From and To drop down lists
24. Enter security code as shown in image
25. Click “I Agree to Terms and Condition” check box. To read NCS Portal terms and condition document, click “Click Here” link.
26. Click on Submit button. After successful registration the registration status screen displays and OTP will be send to provided mobile number and also to your email ID (if mentioned during the registration).
27. Enter the OTP verification code which you receive 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.

28. Click on Submit button. Your account has been created successfully.
2.3 Login into the NCS Portal

1. Enter login ID
2. Enter password
3. Click on OK button. This displays the Local Service Provider home screen

**Note:** If user will be entered 9 consecutive wrong passwords then account will be blocked and then **Forgot Password** option will be enabled to reset the password.
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.
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 on “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 View/Update profile Local Services Profile

This link allows local service provider to view/update job seeker profile.

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

![](image)

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 specialization 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](image)

   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.
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.
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 Hire-Mee 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

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
Login

Enter your National Career Service (NCS) Username and Password to access the video profile page

Username: cpnpk7565t
Password: Password
Email: priyamvada18nov@yahoo.co.in

Login
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.

4. Local Services Home

Local service home page allows local services provider

- To search a job, based on the search criteria
- LSP user registered as a driver can also register with Driver Partner.

4.1 Search Jobs Link

1. Click on Local Services home from left panel. This displays the local services home screen
2. Enter the desired details and then click on **Search** button to view the job.

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

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

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.
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 an 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 the user to find jobs available in specific job categories. Vacancies are categorized 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 the user to search for particular job openings that match their 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.
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.

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- 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 an 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 Register with Driver Partner

1. Click on **Local Services Home** from left panel. This displays the local services home screen.
2. Click on **Become a partner Logo** link. This displays the Questionnaire with registration pop-up.

![Questionnaire](image)

3. Select the desired radio button.
4. Click on **Submit** button. Your registration request has been sent for approval. And Partner’s Logo will come under “Under Process request” head.
5. Once “Become a Partner” request is approved from Driver Partner approver, “Partner’s Logo” will appear under “Partners” head on LSP home page.

4.4 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 LSP 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 organization 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)

4.5 Jobs by Partners
The job search results can have two kinds of jobs:
• Direct Job Postings on NCS – Jobs posted on NCS portal
• Jobs Postings by NCS Partners – Jobs posted on NCS portal by partners

Jobs by partners can be identified by phrase “Powered By xxxx” in Company Name 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.

When user clicks on the “Apply button” on any of the “Jobs by partners”, the jobseeker will be navigated to the partner’s website to complete the remaining process of job application w.r.t partner’s website.
5. Search Jobs

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

1. Click on **Search Jobs** link. The **Search Job** screen displays.

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

6. Jobs Applied

This link allows local service provider to view applied jobs.

1. Click on Jobs Applied link. The jobs applied screen displays.

Click on Job Title link, to view applied job

Click on Company Name link, to view company details.
7. Feedback on Local Services

This link allows local service provider to give the feedback for availed services.

1. Click on Feedback on Local Services from left panel. The feedback on local services screen displays.

2. Click on Give Feedback link corresponding to request. The feedback pop-up displays.

3. Select the service availed start & end date from the calendar

4. Click on Availed check box to enable the feedback options.
5. Click on desired radio button.
6. Click on 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.
2. The Job Fair/Event screen allows you to search for job fairs and events using the available search filters (State, District, and Industry).

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.

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]

**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.

![Job Fair Title and Click here for details Link]

**Job Fair Title and Click here for details Link**

iii. The details of the selected job fair display on a 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.
ii. To view the details of a particular job fair click the title of that job fair on the calendar.

![Job Fair Calendar](image)

**Job Fair Title**

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

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

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.

   ![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)

   **Job Fair Pre-Registration Screen**

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).
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](image)

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.

![Image of a job fair registration form]

**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).

| Event Title and Click here for details Link |

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

<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.ncs.gov.in/Documents/Online_Employability_Training_TCS.pdf">https://www.ncs.gov.in/Documents/Online_Employability_Training_TCS.pdf</a>.</td>
</tr>
</tbody>
</table>

**Proceed**  **Close**
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.

   ![Job Fair Title]
iii. The details of the selected event display on a pop-up.

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.

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

3. Click the Submit Participation button.

9. Announcements

This link allows local service provider to view uploaded documents.

Click on Announcements from left panel. This displays the documents screen.

10. Grievance/Feedback

This link allows Local Service Provider to post any feedback/grievance, query, and request.
1. Click on **Grievance/Feedback** from the footer link. The following 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 on Submit button.
14. Click on Help tool tip to know about the “Case category” and “Case Sub Category” types.

11. Cases

This link allows Local Service provider to view registered cases status. And “Give Feedback” link Facilitate end user to provide the feedback on resolved/closed cases, registered at Call Center. User can provide the feedback by clicking on “Give Feedback” Link in front of each resolved/closed case.

Once user clicks on “Give Feedback” link, Feedback pop up will open with “Cancel” and “Submit” buttons.

Feedback provided by end user will be displayed on “Requested Feedback Associated View” page in CRM.
Feedback Page:

12. 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 on Change Password from Sign-Out menu. The change password screen displays.

2. Enter old password
3. Enter a password with the following criteria- It should be minimum 8 character containing at least one alphabet, one number, one special character (@$%) for e.g. pass@word1
4. Retype the same password for confirmation
5. Enter Security Code as shown in figure
6. Click on Change Password button to update the password

13. 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. Click the **Change Username** option from the Sign-Out menu. The **Change Username** screen displays.

![Change Username Screen](image)

2. Enter new Username
3. Click “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 Generate OTP button
6. An OTP will be generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Your Username is now changed

### 14. 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 Local Service Provider 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 on 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

15. 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.

2. Click on Subscribe to email alerts check box to subscribe or uncheck to unsubscribe any bulk email sent by Portal. Local Service Provider can check/uncheck for Mail Alerts
3. Bulk Emails received from system will have unsubscribe link at the bottom, to unsubscribe from mailers.

4. 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.

5. 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.

6. 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.

7. Click on **Save** button to update the details.

16. MIS Reports

This link allows user to search and view published MIS reports based on category, name, year and state.

1. Click on **Reports & Documents** from the top menu bar and then the **MIS Reports** link from the left panel. This displays the **Reports** screen.

2. Select the following details:
   - Report Category
   - Report Name
   - Year
17. 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.
18. 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.

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.
19. Documents

This link allows Jobseeker to view documents related to NCS portal.

1. Click on Documents from the top menu bar. This displays the documents screen.

2. Click on desired link to view the documents.

20. NCS Policy Documents

This link allows user to view documents related to NCS policies.

1. Click on Documents from the top menu bar. This displays the documents screen.
2. Click on desired link to view the documents.

21. RTI

Using this functionality, if user have any queries regarding the ministry user can file an RTI.

By Click on “RTI" link a Disclaimer Pop up will open to ask with user that he wants to proceed on External (Ministry Website) link or not. If user click on Continue Button on Pop up then user will move on [http://www.labour.nic.in/applications-and-appeals](http://www.labour.nic.in/applications-and-appeals) page where he can file RTI.

22. Key Performance Indicators

Key performance Indicators Link Allow user to navigate on External URL [http://www.labour.nic.in/rfd](http://www.labour.nic.in/rfd).
23. Annual Reports

Annual Reports Link Allow user to navigate on External URL http://www.labour.nic.in/annual-reports.

24. Government Jobs

This Page allows user to see all government jobs and apply than by navigate on concern pages.
25. 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.

25.1 Digi Locker 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 Digi Locker 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.

25.2 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.

![DigiLocker Signup Credentials Screen]

DigiLocker Signup Credentials Screen

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

6. Click the **Continue here >>** link displayed at the bottom of the screen. The following screen displays:
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.

25.3 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.

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

   Digit Locker 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.

25.4 Adding Documents to DigiLocker

As a registered Digi Locker user, you can upload 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 Digi Locker: upload documents and pull issued documents from various issuing agencies.

25.4.1 Upload Documents

Follow these steps to upload your documents to Digi Locker:

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

   ![Add Document to Digi Locker](image)

   **Upload Document Tab**

   **Note:** The feature (Pull Issued Document tab on the Add Document to Digi Locker pop-up) for fetching issued documents, from Digi Locker, 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. 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**

*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.
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.

25.4.2 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]

   **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 DigiLocker 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.

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.

### 25.5 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.

**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.

   ![Add Document to DigiLocker](image)

   **Select File**

3. Click the **Upload** button. The **Upload Document tab** displays a success message as displayed here:

   ![Upload Successful Message](image)

   **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.
25.6 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.

25.7 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.
25.8 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.