



Placement Organization 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.

Placement Organization

Any placement/staffing/overseas placement agency that hires jobseekers on the behalf of employers or for their own requirements is known as Placement Organization. Any placement agency with a valid Organization's PAN or Proprietor's PAN can register as a placement organization on the NCS Portal.

1. Registration

Any Placement Organization 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 Placement Organization option from the "**Register As**" drop-down. This displays the placement organization user registration screen.
- Fill the complete Registration Form along with **Organization/ Proprietor PAN** and click on the "Submit" Button. Ensure the Organization Name and Date of Incorporation are same as in Form 49A of PAN application
- 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.
- Once the account is created, Placement Organization can only login and view/update its profile, until and unless the account is approved from the DGET Admin.
- After approval is received, the Placement Organization can access all the features mentioned on the left navigational panel of the Dashboard.

2. Post New Job & Search Candidates

Placement Organization can post a new job & search candidates under its user account on the NCS portal once its PAN is verified.

- Placement Organization can post job by clicking on the **Post New Job** link on the Left Panel of the Placement Organization Dashboard.
- The job details can also be saved as draft if placement organization wishes to save current job in draft mode.
- Placement Organization can post a job in two ways on the NCS Portal and it is associated with two options given under "**Hiring For**" drop down i.e.
 - (i) **Using Hiring For Own Organization**
The placement organization can hire jobseekers for its own organization from the NCS Portal using this option
 - (ii) **Using Hiring For Other Organization**
The placement organization can hire jobseekers for other organization by using this option. The placement organization has to mention some additional details i.e. Employer Name and Address when posting a job for other organization. The placement organization can also select the **Display Employer's Name on Job Posting** check box, if they want the employer name to

be displayed on the Job Posting. If the check box is left unchecked then employer's name will not be displayed on the posted job.

- Placement Organization can view the list of eligible candidates and the candidates who have applied for each of their posted job by using the **Jobs and Responses** page in the left panel of the placement organization dashboard.
- Every posted job ID on the Jobs and Responses has an **Action Button** which can be used to **search candidates**, any additional parameters can also be used as part of search candidates to customize the search result.
- Four Tabs would be available after search candidate page for each of the **Published Job**.
 - (iii) Candidates who have applied
 - (iv) Other eligible candidates
 - (v) Shortlisted Candidates
 - (vi) Scheduled Interviews
- Placement Organization type user can also search for candidates from a specific state or district and from a particular education institution by using "**Refine your Search**" filters.
- User when clicks on any Jobseeker name, will get an option to "View Documents/Certificates" of that jobseeker.

3. Shortlist Candidates

- Placement Organization can **view the candidates profile** from first two tabs i.e. *Candidates who have applied* and *Other eligible candidates* and shortlist them as per their requirement.
- Each of the shortlisted candidate can be sent an **Interview Request** by clicking on the *Action Button* on the *Shortlisted Profiles Tab*.

4. Schedule Interviews

- The *Scheduled Interviews* tab associated with the Jobs and Responses feature allows a placement organization to view all candidate profiles they have been scheduled for interview against a particular job.
- Once the **jobseeker Accepts/Rejects the Interview invite** the same is visible to the placement organization in the *Scheduled Interviews Tab*

5. Close Job – Notify Recruitment

- Placement Organization needs to close the job posting once that posting expired/filled
- Placement Organization can close job in the Jobs and Responses Page by selecting the **Close Job** option from the Action button of each posted job

6. Add Sub – Users

- This functionality allows the Placement Organization to add roles of admin and member in the Placement Organization User Account of the NCS Portal
- Placement Organization can click on the **User Management** from the left panel of the User Account and add multiple users in the same. This can be used for organizations to divide roles branch wise or usage wise.

7. Job Fairs & Events

- Job Fairs & Events are conducted on periodic basis where employers and jobseekers come together for the purpose of recruitment
- Placement Organization 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 Placement Organization dashboard.

For detailed information about the functionality of Placement Organization, please refer to the complete User Manual: https://www.ncs.gov.in/User_Manuals/Placement_Organisation.pdf