



# Skill 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](http://www.ncs.gov.in)) is operational and provides a nation-wide platform to connect job seekers and employers.

## Skill Provider

A Skill Provider refers to any organization/institution that imparts employment related skills to the candidates and provides information on various skill training and placement programs. Any organization/institution with a valid Organization's PAN or Proprietor's PAN can register as a Skill Provider on the NCS Portal.

### 1. Registration

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

- Visit [www.ncs.gov.in](http://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 Skill Provider option from the “**Register As**” drop-down. This displays the skill provider 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
- Fill the Area (s) of Operation by mentioning City, Sub- District, District or State. The Skill Provider can select multiple areas of operation while registering on the NCS Portal.
- 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. Manage Courses

Skill Provider can manage courses under his user account on the NCS Portal once his PAN is verified. He can “Manage Courses” in two ways i.e.

#### (i) Add New Course

Skill Provider can add new courses under his user account by selecting Trade (Code), Course (Code) and Duration.

#### (ii) Request New Course

Skill Provider can also send request for a new course if the course details of his concerned organization/institution are not available in the portal.

Request for New Course can be done by clicking on the “**Request New Course**” tab and adding details i.e. Trade (Code), Course Code, Course, Course Affiliated with and Course Description.

### 3) Requested Courses

The Requested Courses Tab allows a skill provider to view all the requested new courses along with the approval/rejection status and comments.

- **All the requested new courses are approved or rejected by the DGE Admin.**
- Once the new course is approved, the skill provider has to again add the course details i.e. Trade (Code), Course (Code) and Duration under the “Manage Courses” tab of the Skill Provider Dashboard.

#### **4) Feedback on Local Services**

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

#### **5) Add Sub – Users**

- This functionality allows the Skill Provider to add roles of admin and member in the Skill Provider User Account of the NCS Portal
- Skill Provider 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/institutions to divide roles branch wise or usage wise.

**For detailed information about the functionality of Skill Provider, please refer to the complete User Manual:** [https://www.ncs.gov.in/User\\_Manuals/Skill\\_Provider.pdf](https://www.ncs.gov.in/User_Manuals/Skill_Provider.pdf)