

**GOVERNMENT OF ANDHRA PRADESH  
DEPARTMENT OF TECHNICAL EDUCATION**

OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
ANDHRA PRADESH::MANGALAGIRI

**Circular Memo No:** E/MCC/GPT/2022

**Date:** 05.01.2023

- Sub:** Technical Education - National Career Service Project - Model Career Centers / Employment Exchanges- Role of Government Polytechnics - Certain instructions - Issued - Regarding.
- Ref:** Instructions of Hon'ble Minister of Finance & Planning, Commercial Taxes, Legislative Affairs, Skill Development & Training, Andhra Pradesh.

\*\*\*

This is to inform that vide reference cited, the Hon'ble Minister of Finance & Planning, Commercial Taxes, Legislative Affairs, Skill Development & Training, Andhra Pradesh has instructed to utilize the services of Model Career Centers / Employment Exchanges in the districts of our state which are established by The Director General of Employment, Ministry of Labour & Employment, Government of India through National Career Service (NCS) Project, to connect the local youth and jobseekers with all possible and available job opportunities in the vicinity.

In this context, all the Principals of Government Polytechnics of Andhra Pradesh are hereby instructed to

- Register the final year students of the polytechnics and jobseekers of their vicinity on National Career Service Web Portal (<https://www.ncs.gov.in>).
- Approach the Organizations and Industries in their districts and mobilize the employers and other placement agencies to register on National Career Service Web Portal as Employers for meeting their HR requirements.
- Approach the District Employment Officers (DEO) of their respective districts in order to connect the students of the polytechnics and the jobseekers of their vicinity with various Organizations and Industries, for providing Skill Oriented Trainings as well as Job Opportunities to the aspirants.
- Organize Job-Fairs and Campus Placements for Jobseekers in coordination with District Employment Officers of Model Career Centers and Employers of respective districts.

Hence, all the Principals of Government Polytechnics of Andhra Pradesh are requested to initiate the above activities in benefit of their students and jobseekers of their vicinity, and submit a compliance report in this regard.

- Encls: 1. List of Model Career Centers &  
Concerned DEOs / Dy. Chiefs in A.P  
2. NCS Portal User Manual for Jobseekers

Sd/- C NAGA RANI  
COMMISSIONER

To

The Principals of Government Polytechnics in Andhra Pradesh.

Copy to

The Principal Secretary to Government,

Skill Development and Training, Andhra Pradesh for favour of information.

The Director, Employment and Training, Vijayawada for taking necessary action.

*Ramires* 05/01/23.  
For COMMISSIONER

*05/01/23*

**List of Model Career Centres & Concerned DEOs / Dy. Chiefs in Andhra Pradesh**

<b>S.no</b>	<b>Location of MCC</b>	<b>Nodal DEO</b>	<b>Contact No:</b>	<b>e-Mail ID</b>
1.	Srikakulam	Sri G.Srinivasa Rao, DEO,Srikakulam	7702299660	dee.srikakulam@gmail.com
2.	Vizianagaram	Smt. D.Aruna, DEO,Vizianagaram	9640760352	dee.vizianagaram@gmail.com
3.	Parvathipuram (Manyam District)			
4.	Visakhapatnam(Clerical), Govt.ITI, Gajuwaka	Sri Ch. Subbi Reddy, DEO (Clerical), Visakhapatnam	8328375788	cl.visakapatnam@gmail.com
5.	Govt.ITI, Araku (ASR District)			
6.	DEE(T&U), Visakhapatnam			
7.	Anakapalli	Smt.K.Sudha, DEO (T&U), Visakhapatnam	9849231520	tc.visakapatnam@gmail.com
8.	Kakinada	Smt. K.Santhi, DEO,Kakinada	8919763122	de.kakinada@gmail.com
9.	Rajamahendravaram (East Godavari Dt)			
10.	Amalapuram (Dr.B.R.A.Konaseema Dt)			
11.	Eluru	Sri C.Madhubhushan Rao, DEO, Eluru	9182005067	de.eluru@gmail.com
12.	Bhimavaram (West Godavari District)			
13.	Vijayawada (NTR District)	Dr.P.V.Ramesh Kumar, DEO, Vijayawada	7993067197	de.vijayawada@gmail.com
14.	Machilipatnam (Krishna District)			
15.	Guntur	Sri K. Raghu, DEO, Guntur	9205918523	ru.deogtr@gmail.com
16.	Narasarao Pet (Palnad District)			
17.	Bapatla			
18.	Ongole	Sri T.Bharadwaj, DEO, Ongole	7989317300	de.ongole@gmail.com
19.	Nellore	Sri A.Suresh Kumar, DEO, Nellore	9441513490	deonelloredde@gmail.com

20.	Ananatapur	Smt.A.Kalyani, DEO, Anantapuram	8247486387	de.ananthapur@gmail.com
21.	Dharmavaram ( Sri Satya Sai District)			
22.	Chittoor	Smt.S.Padmaja, DEO(FAC), Chittoor	7013482151	dee.ctr1@gmail.com
23.	Tirupathi			
24.	Kurnool	Sri P.Somasiva Reddy, DEO(FAC), Kurnool	9160563815	deodeeknl@gmail.com
25.	Nandyala			
26.	YSR Kadapa	Smt.P.Deepthi, DEO,Kadapa	9963737163	de.kadpa@gmail.com
27.	Rayachoti (Annamayya District)			
28.	University Employment Bureau, S.V. University, Tirupati	Sri T.Srinivasulu, Deputy Chief,	7396883023	svueb.tpt@gmail.com
29.	University Employment Bureau, Andhra University, Visakhapatnam	Sri K.Dorababu, Deputy Chief,	9505475885	ub.visakhapatnam@gmail.com

# National Career Service Portal

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User Manual – JOBSEEKER

Released on – 17<sup>TH</sup>/MAY/2022



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# 1. Overview

A jobseeker or candidate is a person who is looking for a viable employment (job) opportunity. The National Career Service (NCS) portal provides ample employment opportunities to these jobseekers. To get a job through the NCS portal as a jobseeker, you need to first register yourself on the portal. The registration allows you to search and apply for jobs on the portal. You can also view and update your profile on the portal after registration.

The jobseeker module covers the following functionality:

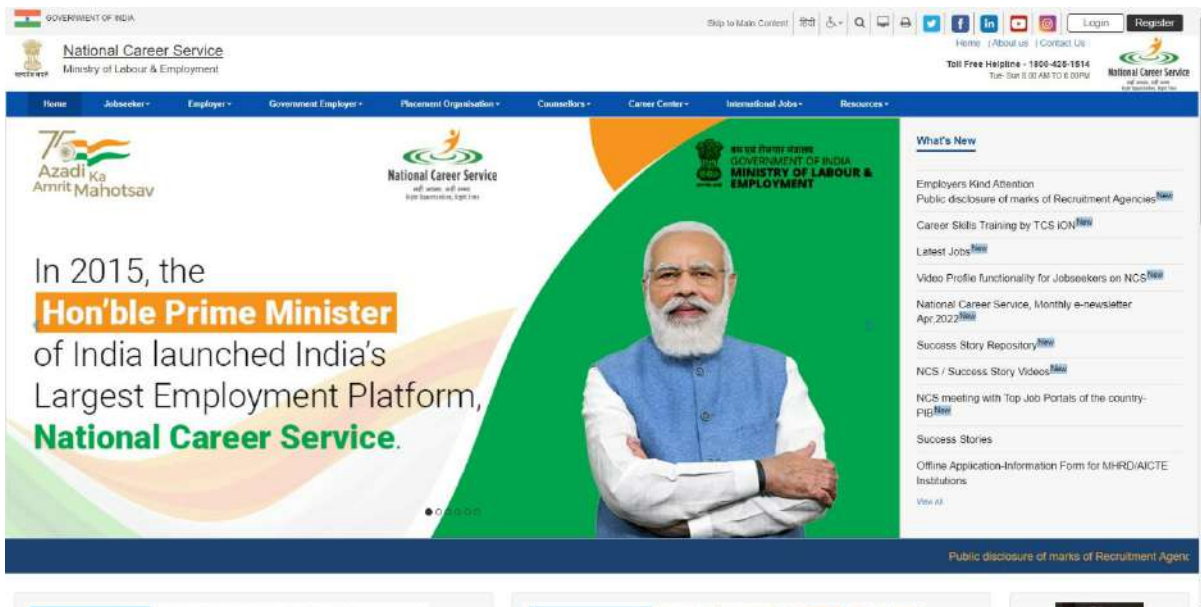
- Jobseeker Home
- View/Edit Jobseeker Profile
- Video Profile
- Search Jobs
- Jobs Applied
- Find Skill Provider
- Find Counsellor
- My Interviews
- Grievances / Feedback
- Online Trainings
- TCS iON
- Microsoft Digisaksham
- My Appointments
- Announcements
- Templates
- Preferences
- Job Fair and Events
- View and Download CV
- NCS Registration Card

## 2. Getting Started

### 2.1 Access the Application

To access the National Career Service portal (NCS Portal), open URL <https://www.ncs.gov.in>. The Home page will be displayed.





NCS Portal Home Page

## 2.2 Signup/Registration

The Jobseeker needs to register on the NCS portal. **Register** button allows you to initiate the registration process. The registration process allows you to create a password and generate a user name for future logins to use the other functionalities. Alternatively, you can navigate to **Login** page and initiate the registration.

Login Section

1. Click the **New User? Sign Up** button from the **Login** section. The **Registration** screen displays.
2. Select the Unique Identification type (UAN Number (EPFO), UAN Number (E-SHRAM), PAN card or Others) from the drop-down list

**Note:** Selecting the Others option enables you to choose any one of the following identifications types: Driving License, Voter's Identity Card, Passport, or Aadhaar Card.

3. Enter Unique Identification number based on the Unique Identification type
4. Select your date of birth from the calendar

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

The image shows a registration form titled "Registration" with a blue header. The form contains the following fields:

- Register As\***: A dropdown menu with "Jobseeker" selected.
- Unique Identification(UID) Type\***: A dropdown menu with "UAN Number" selected.
- Unique Identification(UID) Number\***: A text input field containing a masked number (XXXXXXXXXX).
- Date of Birth\***: A date picker showing "07/05/1992".
- Check**: A blue button to submit the form.

**Register As Screen**

5. Select the Jobseeker option from the **Register As** drop-down list. This displays the **Registration** screen for a jobseeker user.

The image shows the full registration form for a jobseeker user. The form is titled "Registration" and is part of the National Career Service portal. It includes the following fields and sections:

- Register As\***: A dropdown menu with "Jobseeker" selected.
- Unique Identification(UID) Type\***: A dropdown menu with "UAN Number (EVC)" selected.
- Unique Identification(UID) Number\***: A text input field containing "07520000000".
- Date of Birth\***: A date picker showing "07/05/1992".
- First Name\***: A text input field.
- Middle Name\***: A text input field.
- Last Name\***: A text input field.
- Gender\***: Radio buttons for "Female", "Male", and "Transgender".
- State\***: A dropdown menu with "Select" selected.
- Guardian/Father's Name\***: A text input field.
- Highest Educational Level\***: A dropdown menu with "Select" selected.
- Email ID\***: A text input field containing "name@domain.com".
- Mobile Number\***: A text input field containing "991 101010101010".
- Pincode\***: A text input field containing "110001".
- Postal Pincode\***: A text input field containing "110001".
- Choose Your Stream\***: A dropdown menu with "Select" selected.
- Employment Status\***: A dropdown menu with "Student" selected.
- Key Skills\***: A text area for entering skills. Below it, there are instructions: "Please enter minimum 5 key skills, ex: Naming, Pharmacy, Laboratory, Technical Support, Book Binding, Cooking, Painting, Java, Data Entry, Accounts, Sales etc." and a list of suggestions: "Add Key Skills from your Education and/or Professional: Add skills from your hobby, Use your own skills, Add skills from your experience, Add skills from your training, Add skills from your work.".
- Are you interested in International Jobs?**: Radio buttons for "Yes" and "No".
- Preferred Region\***: A text input field.
- Add your occupation\***: A text input field with instructions: "Please search and select occupation. Note: Multiple occupations can be selected.".
- Enter Security Code\***: A CAPTCHA field showing "C 7 J V Q".
- I agree to terms and conditions (opt. box)**: A checkbox.
- Submit** and **Cancel** buttons.

**Registration Screen**

6. Enter your first name
7. Enter the middle name
8. Enter the last name
9. Select the appropriate gender  radio button
10. Select a state from the drop-down list
11. Select a district from the drop-down list  
**Note:** The District drop-down list only displays after the name of a states is selected from the State drop-down list.
12. Enter guardian or father's name.
13. Select your highest education level from the drop-down list.
14. Select you Education Qualification.
15. Select your Specialization.
16. Select your Board/University.
17. Select your Year of Passing.
18. Select your medium of Education.
19. Select your Nature of Course.
20. Enter your Email ID.
21. Enter your ten-digit mobile number. You can only enter a unique mobile number, on entering already used mobile number on the NCS portal, the system will display a validation message.
22. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %).
23. Retype the same password for confirmation
24. Select the username option that would be used for logging in to the NCS portal.
25. Select the Employment Status from the Dropdown.
26. Enter your job preferences or key skills (enter multiple skills as required)
27. Select the "Are you Interested in International Jobs"  radio button.
28. Select the Preferred Region from the list.
29. Search and select the Occupation.
30. Enter security code as shown in the displayed image
31. Check the **I agree to terms and conditions** check box. To read the terms and conditions document of the NCS portal, click the **Click Here** link.
32. Click the **Submit** button. After successful registration the **Registration Status** screen displays and a One Time Password (OTP) is send to your mobile number and also to your email ID (if mentioned during the registration).

The screenshot shows a 'Registration Status' page with a blue header. Below the header, it displays 'User NCS ID is - J[redacted]'. The main content is divided into two sections: 'Verify Mobile via OTP' and 'Verify Email via OTP'. Each section contains a text prompt, a text input field with the placeholder 'Please enter verification code', and a blue 'Verify' button. Below each input field, there are links for 'Resend' and 'Edit'.

**Registration Status Screen**

- 33. Enter the OTP verification code which you receive on registered mobile number and then the OTP which you receive on your email ID (mentioned in the User Details section of the registration form) by clicking the respective **Verify** button.

**Note:** Whenever the user’s email ID is updated, the same needs to be verified.

**Note:** Click on **Resend** link, if you do not receive the OTP.

- 34. After entering the OTP, Click on **Submit** button. Your account will be created successfully.

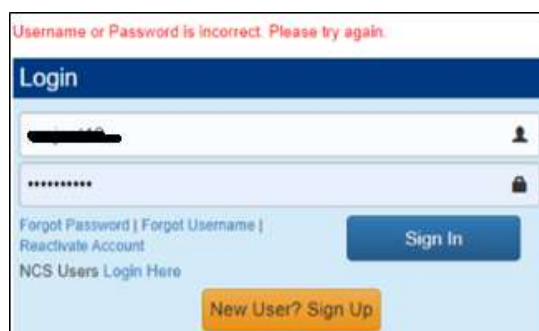
The screenshot shows a 'Registration Status' page with a blue header. The main content area has a yellow background and displays the following text: 'User Registration is complete', 'User NCS ID is - J[redacted]', 'Your OTP has been verified.', and 'Click here to proceed.'. At the bottom, there is a 'Toll Free Helpline' section with the number '1800-425-1514' and the operating hours 'Open Tue - Sun 08:00am to 08:00pm'.

**Successful Registration Notification**

## 2.3 Log into the NCS Portal

1. Enter login ID
2. Enter password
3. Click the **Sign In** button. This displays the **Jobseeker** home screen.

**Note:** If you consecutively enter the wrong password. In such a case the **Forgot Password** option is enabled that allows you to reset your password.



### Incorrect Password Notification

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.



### Profile Completeness Progress Bar

## 2.5 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 weightage depends on following points :-

Jobseeker Profile Field	Location of Field	Mandatory	Condition	Score	Messages
Key Skills	Experience Tab	Yes	Not Provided	0	Key Skills Missing
			count of keywords less than or equal to 4	15	Key Skills Incomplete (less than 4)
			Greater than 4	20	
Highest Education	Education Tab	Yes	Not Provided	0	Highest Education is Missing
			Is Available	15	
Education with Specialization	Education Tab	No	Not Provided	0	Education History Missing
			Partial	5	Education History Incomplete
			Full (all Educational Details according to Highest Education. Refer section below)	10	
Communication Address - State	Communication Tab	Yes	Not Provided	0	Communication Address - Incomplete
			Is Available	10	
Verified Mobile	Personal Info Tab	Yes	Not Verified	0	Mobile number is not verified
			Is Available	10	
Verified Email	Personal Info Tab	No	Not Verified	0	Email is not verified
			Is Available	10	
Total Experience	Experience Tab	No	Not Provided	0	Total Experience (Years) Missing
			Is Available	10	
Experience Details	Experience Tab	No	Not Provided	0	Experience History Missing
			Partial	5	Experience History Incomplete
			Full (sum of all Experiences more than or equal to the Total Experience)	10	
Video Profile	Video Profile Link in Left Navigation	No	At least 2 videos (1 "About Me" and 1 one of the other 2) are not approved	0	Video Profile is not approved
			Is Available	5	

**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.

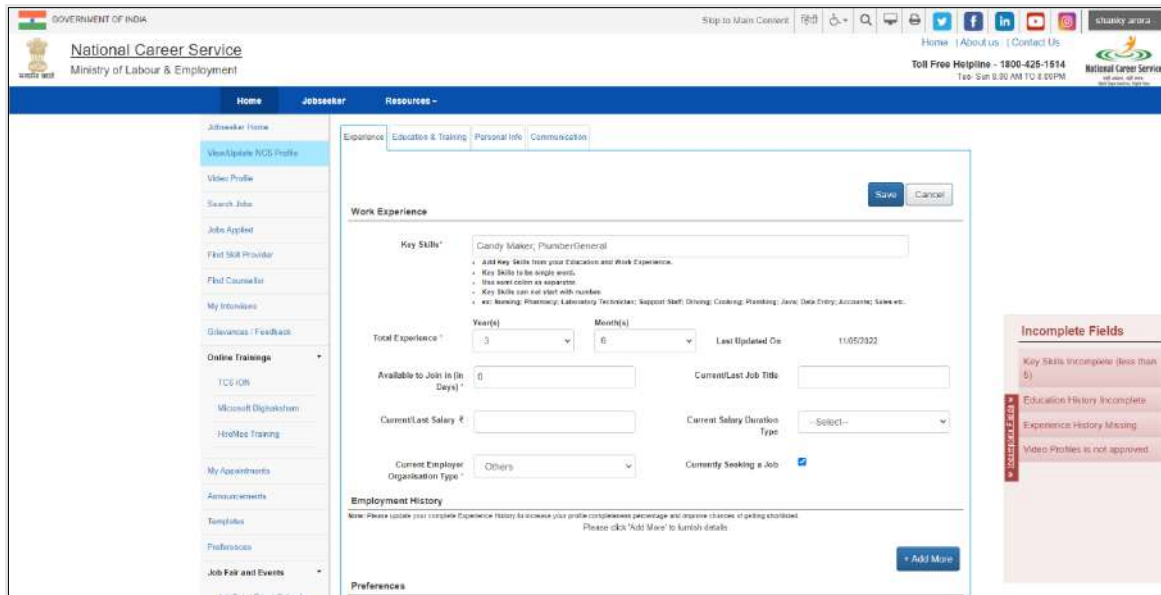
## 2.6 Update Profile

Click the **Update profile** link, from the **Profile Completeness** section, to begin the process of updating your profile.



**To Update Profile, Click "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.

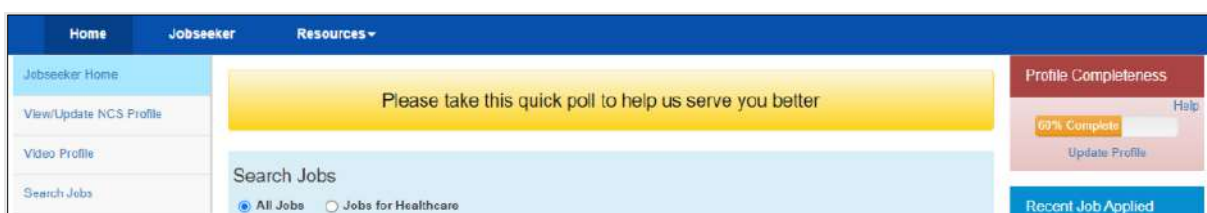
On the other hand, if any of the required fields within the profile tabs remain incomplete, then their link appears and remains available on the **Information Required** fly-out.

### 2.7 Take Survey

Click the Click here to take survey link to open a questionnaire. Provide responses to all the questions mentioned there.

Once you submit all the answers, you will be redirected to the home page. Also, the message “Thank you for filling the survey on ‘date’. You may again fill the survey after three months.” gets displayed on the dashboard.

In case you have not updated your profile recently, then you will be redirected to the View/Update Profile tab to update your profile first.



### Click Here to Take Survey Link



## 2.8 View/Update Jobseeker Profile

This link allows you to view and update your profile.

1. Click the **View/Update Profile** link from left navigation panel. This displays the Jobseeker profile screen. Here you can add details of your professional experience.

The screenshot displays the 'Work Experience' section of the National Career Service Jobseeker Profile. The 'Key Skills' field contains 'Testing'. The 'Total Experience' is set to 3 years and 0 months. The 'Available to Join in (in Days)' is 5. The 'Current/Last Salary' is 18000, and the 'Current Salary Duration' is Monthly. The 'Current Employer Organisation Type' is Private, and the 'Currently Seeking a Job' checkbox is checked. The 'Employment History' table shows one entry for 'vjey real estate' as 'Chief Information Officer' from 25/9/2011 to 1/6/2019. The 'Preferred Location' is 'Jagat Pur Banga Chak' and the 'Job Nature' is 'Full Time' with 'Shift Timings' set to 'Day'.

### Experience Screen

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**  check box, if you are looking for a job



- Click the **Add More** button, to add experience details to the **Employment History** section. Your Highest Education level i.e. any of the “Diploma after 12<sup>th</sup>, Graduate, PG Diploma, Post Graduate, PG Diploma, then you have to fill the data like “organization Type, Sector, Functional Area, Functional Role, Experience Start Date and End date, in “Add Experience” pop up.

Employer Name*	vijay real estates	Employer Address*	Model town
State*	Delhi	District*	North West
Employment Organisation Type*	Private	Designation*	Dealer
Sector*	Real Estate Activities	Nature of Job*	Full Time
Functional Area*	Analytics & Business Intelli	Functional Role*	Chief Information Officer
Start Date*	25/05/2011	End Date*	14/05/2019
Is Current Job	<input type="checkbox"/>	Key Responsibilities	Dealer

### Add Experience Screen

- 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.

- Select nature of job from the drop-down list
- Select shift timings from the drop-down list
- Click the **Save** button, to save the entered details
- Click the **Education & Training** tab. The **Education & Training** screen displays.

Experiences Education & Training Personal Info Communication

Details have been saved successfully. Save Cancel

**Education & Training Details**

Highest Education Level\* Graduate

**Education History**

Note: Please update your complete Experience History to increase your profile completeness percentage and improve chances of getting shortlisted

Upload Final Marksheet: DigLocker Connect Upload Passing Certificate/Degree: DigLocker Connect Edit

Education	B.A. B.Ed. (Bachelor Of Arts Bachelor Of Education)	Specialization/Major	Arts and Education
Board/University	JADAVPUR UNIVERSITY, KOLKATA	Institute	VIPS
Entry Date	April 2012	Year of Passing	July 2015
Grade/Percentage/Percentile	Grade	Grade/Percentage/Percentile Value	A
Nature of Course	Full	Medium of Education	Other Language (English)

+ Add More

**Other Qualifications / Trainings / Courses**

Please click 'Add More' to furnish details

+ Add More

Save Cancel

### Education & Training Screen

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.

**+ Add Education**

Education\* B.A. B.Ed. (Bachelor Of) Specialization/Major\* Arts and Education

Board/University\* JADAVPUR UNIVERSITY, KC Institute jadavpur

Entry Date 2018 March Year of Passing\* 2021 March

Medium of Education\* Other Language (English) Nature of Course\* Full

Grade/Percentage/Percentile Grade B

Save Cancel

### + Add Education Pop-up

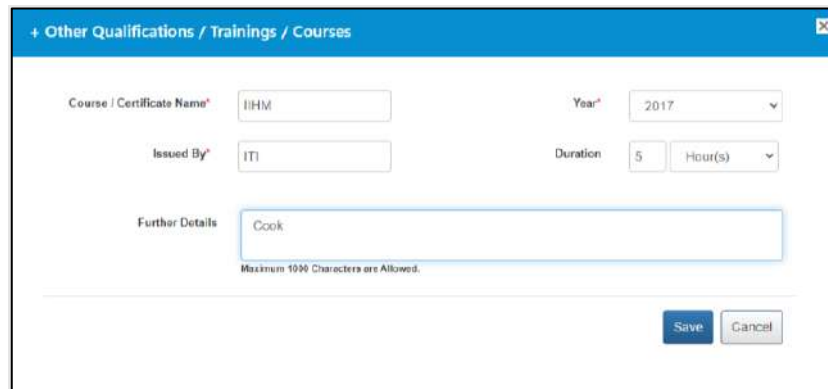
17. Select an education level from the drop-down list
18. Select specialization from the drop-down list
19. Enter name of the board or university
20. Enter name of the institute
21. Select entry date from the year and month drop-down lists
22. Select year of passing from the year and month drop-down 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.



**+ Other Qualifications / Trainings / Courses Pop-up**

28. Enter name of the certification

29. Select year of completing the certificate from the drop-down list

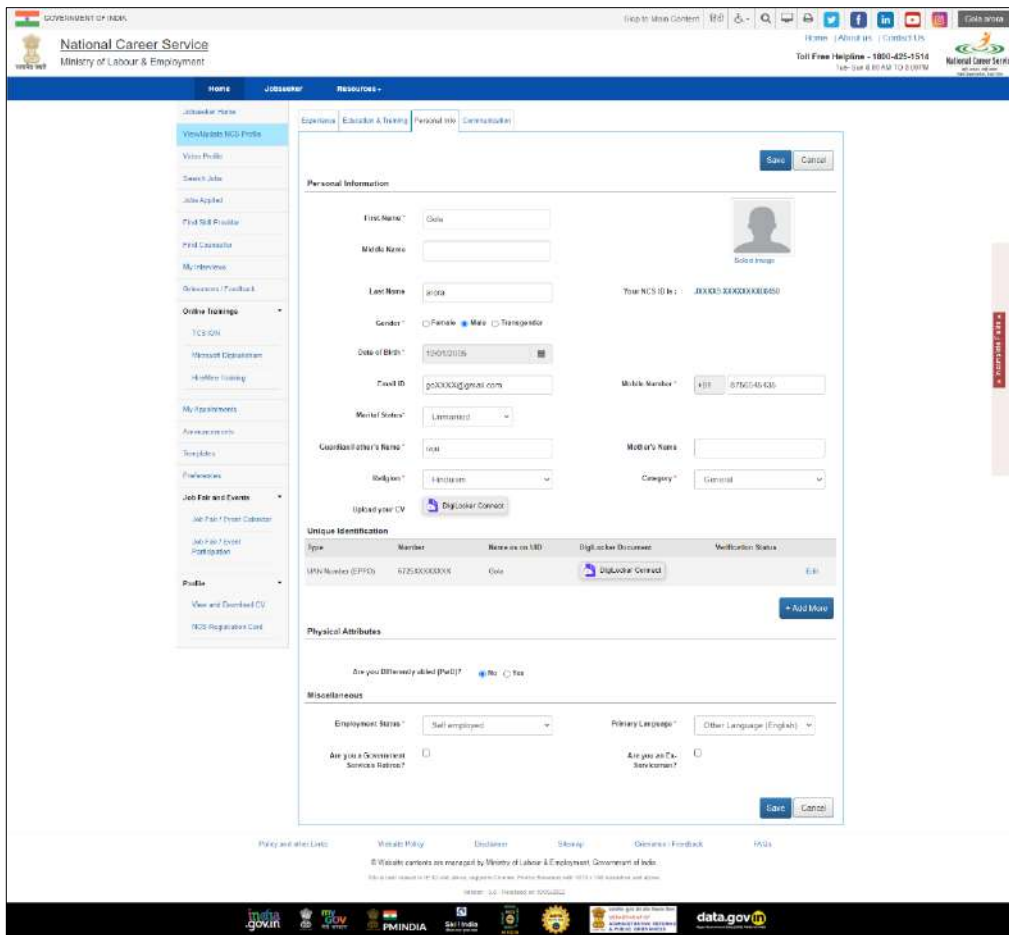
30. Enter name of the institution that issued the certificate

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.



### Personal Information Screen

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. On updating mobile number, the system will take you to verify updated mobile number by asking OTP number. On entering correct OTP, the mobile number will be updated. On updating the mobile number with already used mobile number on NCS will display a validation message and the system will not update the mobile number.
40. Select your marital status from the drop-down list
41. Enter name of your spouse
42. Enter your guardian or father’s name
43. Enter your mother’s name
44. Select religion from the drop-down list
45. 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.

46. Upload Your CV to DigiLocker

[Click here](#) to know how DigiLocker application works.

47. Click the **Edit** link, if you want to change the Unique Identification details

- i. Click the **Add More** button, if you wish to add a new identification detail. The **+ Unique Identification** pop-up displays.
- ii. Select the Unique Identification type from the drop-down list
- iii. Enter Unique Identification number
- iv. Click the **Save** button

**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 "Are you a Government Services Retiree?"  check box, if you have retired from government service

61. Check the "Are you an 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.

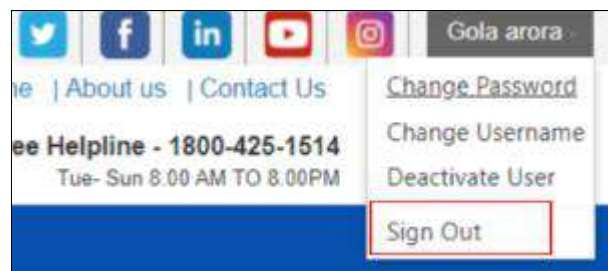
Experience	Education & Training	Personal Info	Communication
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			
<b>Current Address</b>			
Address 1*	260 model town		Address 2
Address 3			State*
District*	Gautam Buddha Nagar	Sub-District/Taluka/Tehsil*	Gautam Buddha Nagar
City/ Village*	Greater Noida	Pin Code*	458263
Phone	+91	STD	Landline
<b>Permanent Address</b> <input type="checkbox"/> Same as above			
Address 1*	45 tilak nagar		Address 2
Address 3			State*
District*	North West	Sub-District/Taluka/Tehsil*	North West
City/ Village*	Rohini	Pin Code*	110004
Phone	+91	STD	Landline
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

### Communication Screen

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

## 2.9 Logout of the application

At any point user can logout by using the **Sign Out** option.



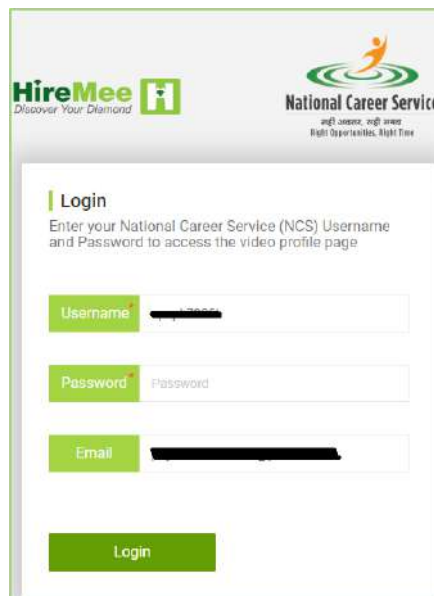
### Sign Out Screen

### 3. Video Profile

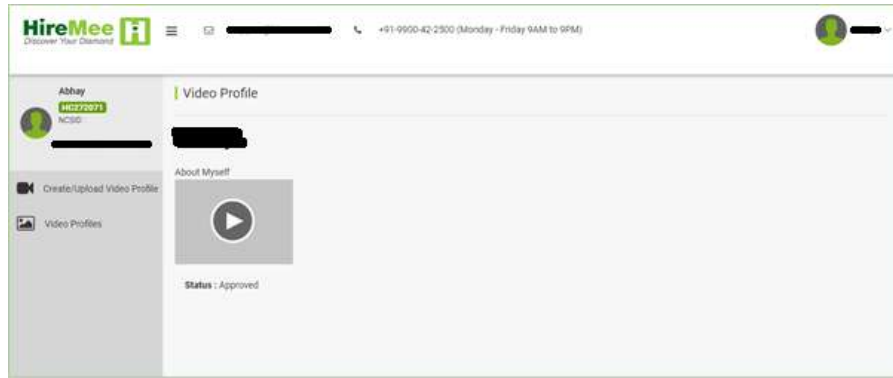
This functionality enables you to create your video profile on the NCS portal

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 HireMee 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

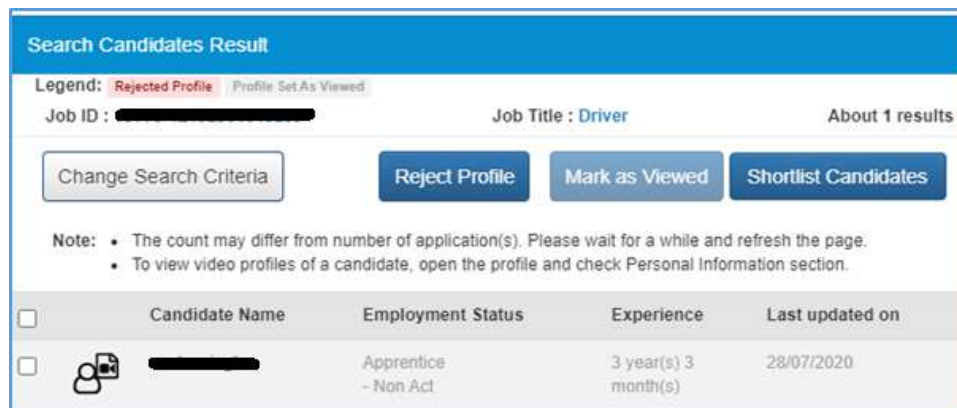


**HireMee Login Screen**



### Approved Video

**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.



### Search Candidates Result Screen

14. If a you are disabled and have updated your Profile with Disability details, your profile completeness percentage will not depend on Video Profile completeness. Therefore, if you have completed their Key Skills, Education, Experience, and verified Email, their profile completeness will be 100% without filling their Video Profile.

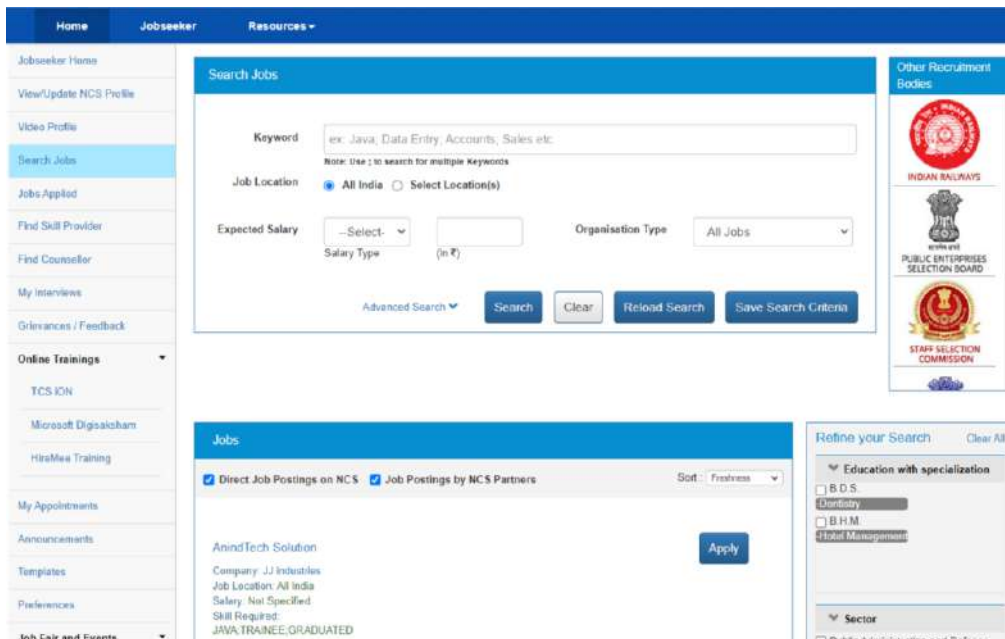
## 4. Search Jobs

You can search for available jobs vacancies on the portal in a number of ways: using the Search Jobs link from the left navigation menu or from a specific job category displayed on the Home page.

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

1. Click the **Search Jobs** link from the left panel. The **Search Job** screen displays.

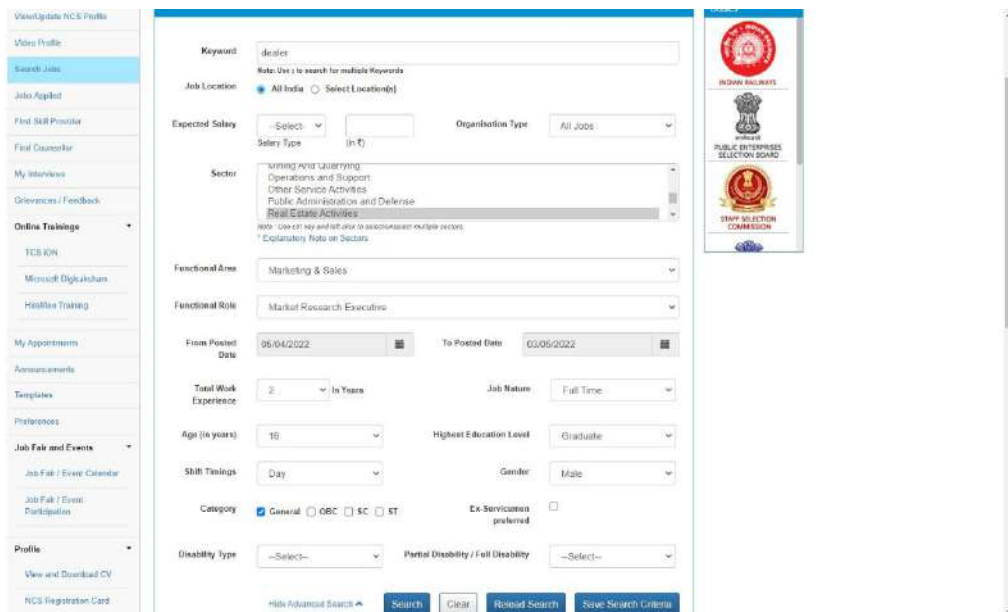




### Search Job Screen

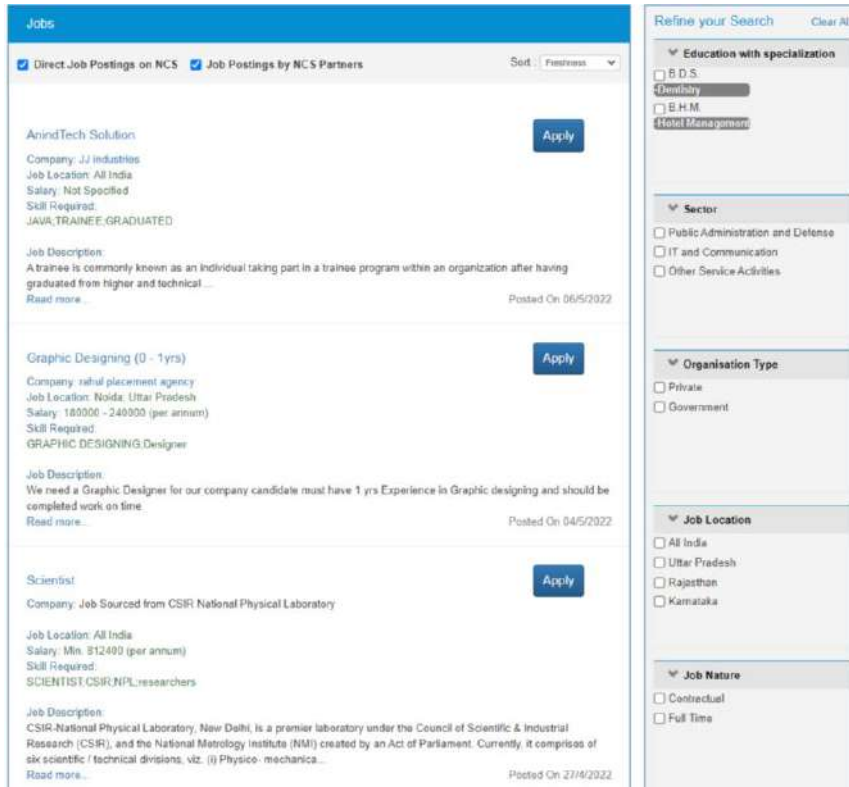
**Note:** The screen provides useful links to various other recruitment bodies.

2. Enter the required job criteria in the search fields. Use the **Advanced Search** link to expand the search panel (optional).
3. A job can be searched for any specific location(s) as well as across India as required



### Job Search Results

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



### Job Search Results

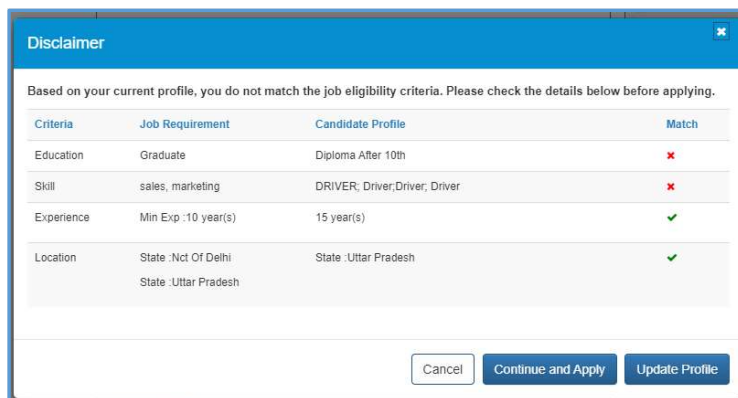
5. Click the **Read more...** link of a job, to view its details.
6. Click the **Apply** link of a job, to apply for it.

**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.



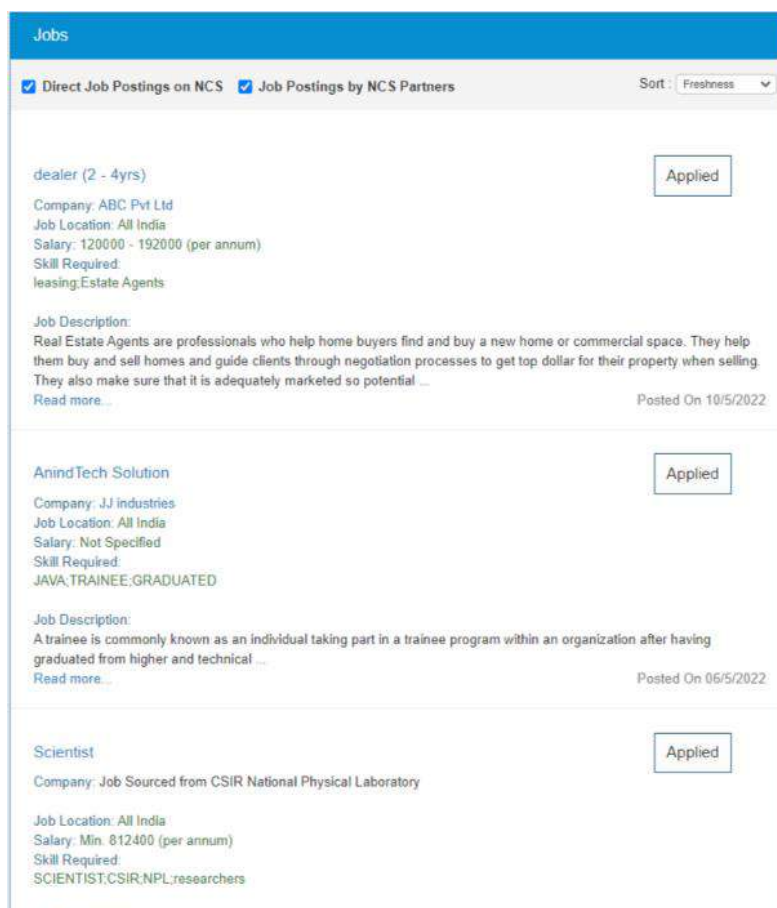
### Disclaimer Pop-up

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
- If user click on **Continue and Apply** then Job is applied.
- If user click on **Update Profile** then the user redirect to the Update Profile Page.



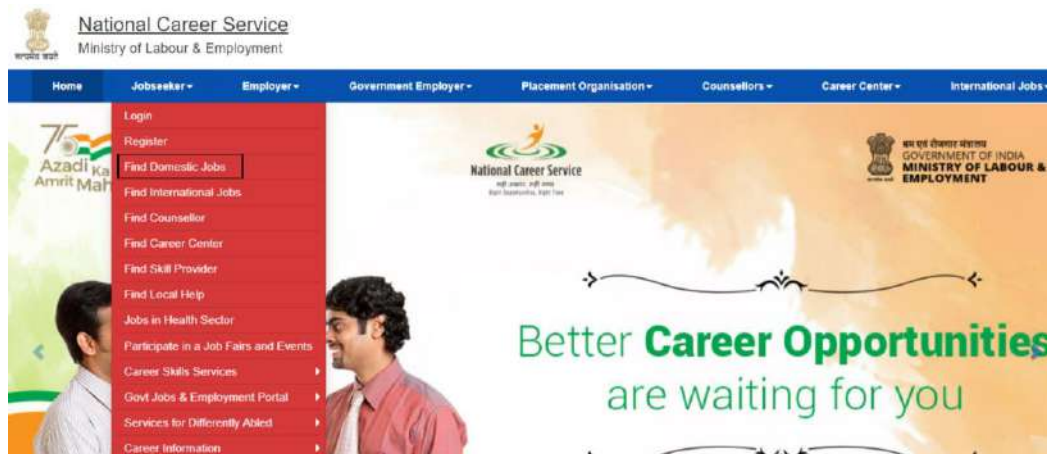
### Jobs Applied Page

**Note:** The portal only evaluates your eligibility criteria only for jobs posted directly on the NCS portal. This evaluation does not work if a 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.

## 4.1 Find Domestic Jobs

As a jobseeker, you can specifically search for jobs. This can be done by using the **Find Domestic Jobs** sub menu option from the top navigation (anonymous user) or from Jobseeker left navigation (for logged in user).

1. Click the **Jobseeker** dropdown from the top navigation. The **Jobseeker** sub menu opens.
2. Click the **Find Domestic Jobs** from the Jobseeker dropdown.



NCS Home Page Screen

3. Enter the required job criteria in the search fields. Use the Advanced Search link to expand the search panel (optional).
4. A job can be searched for any specific location(s) as well as across India as required

Search Job

**Keyword**   
Note: Use ; to search for multiple Keywords

**Job Location**  All India  Select Location(s)

**Expected Salary**    
Salary Type (in ₹)

**Organisation Type**

**Sector**   
Activities Of Extraterritorial Organizations And Bodies  
Activities Of Households As Employers; Undifferentiated Goods- And Services Producing Ac  
Administrative And Support Service Activities  
Activities Of Extraterritorial Organizations And Bodies  
Note: Use ctrl key and left click to select/unselect multiple sectors  
\* Explanatory Note on Sectors

**Functional Area**

**Functional Role**

**From Posted Date**   **To Posted Date**

**Total Work Experience**  In Years **Job Nature**

**Age (In years)**  **Highest Education Level**


**Shift Timing**  **Gender**


**Category**  General  OBC  Others  SC  ST **Ex-Servicemen preferred**


**Disability Type**  **Partial Disability / Full Disability**

Hide Advanced Search

Other Recruitment Bodies

  
**INDIAN RAILWAYS**

  
**PUBLIC ENTERPRISES SELECTION BOARD**

  
**STAFF SELECTION COMMISSION**

### Job Search Results

5. Click the **Search** button to view search results in the Jobs section of the screen.

The screenshot displays the NCS Jobs portal interface. At the top, there are filters for 'Direct Job Postings on NCS' and 'Job Postings by NCS Partners', along with a 'Sort' dropdown set to 'Freshness'. Below this, there are two job listings:

- Carpenter (2 - 7yrs)**: Company: Zindal Furnituress (Registered with MCA), Job Location: Ghaziabad; Uttar Pradesh, Salary: Not Specified, Skill Required: CARPENTER. Job Description: A great job title typically includes a general term, level of experience and any special requirements. The general term will optimize your job title to show up in a general search for jobs of the same nature. The level of experience will help you attract the most qualified applicants by outlining th... Read more... Posted On 28/7/2020.
- Driver**: Company: PREKSHA Solutions, Job Location: Karnataka, Salary: Not Specified, Skill Required: Driver;hindi;ENGLISH;Kannada;Driver experience. Job Description: Looking for Driver who can speak Hindi English 8 HRs of Working Hours.. Looking for Driver who can speak Hindi English 8 HRs of Working Hours.. Looking for Driver who can speak Hindi English 8 HRs of Working Hours.. Read more... Posted On 28/7/2020.

On the right side, there is a 'Refine your Search' panel with 'Clear All' and several filter categories:

- Education with specialization**: B.Sc., Maths, B.D.S., Dentistry, B.H.M.
- Sector**: Not Specified, Entertainment And Recreation, Arts, Gas, Steam And Air Conditioning Supply, Electricity.
- Organisation Type**: Private, Government.
- Functional Area**: Others, Casual Labour, Construction, Food Manufacturing.

### Job Search Results

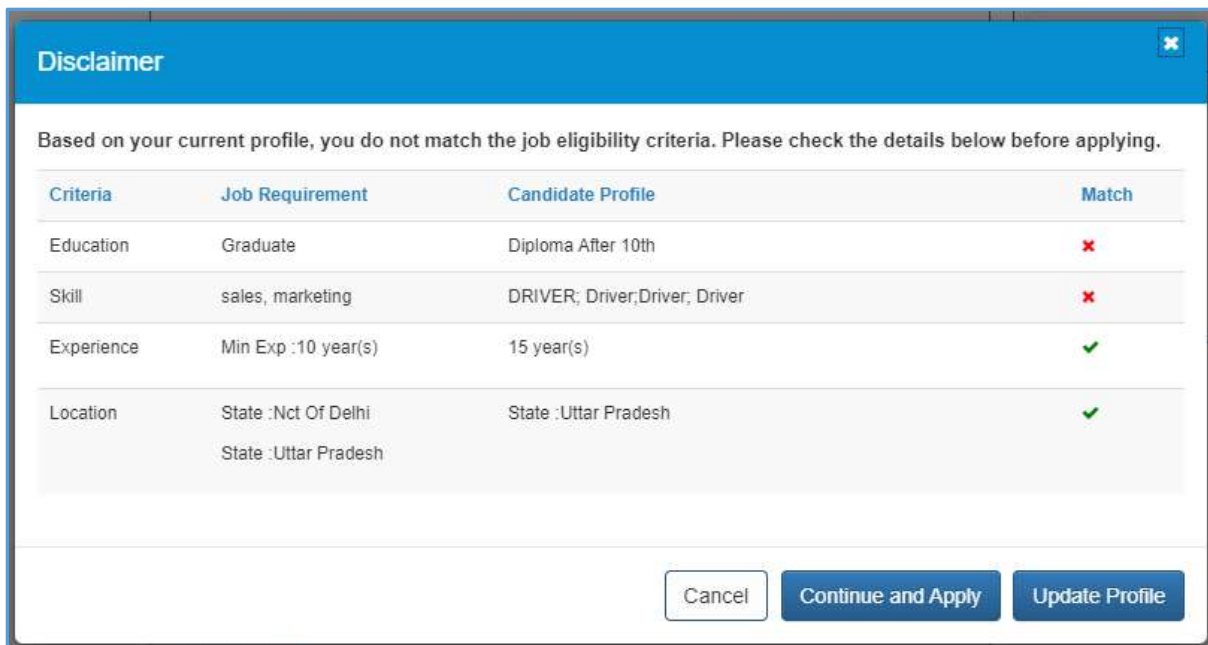
6. Click the **Read more...** link of a job, to view its details.
7. Click the **Apply** link of a job, to apply for it. The portal prompts the jobseeker to login, in case the jobseeker is browsing the portal anonymously.

**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

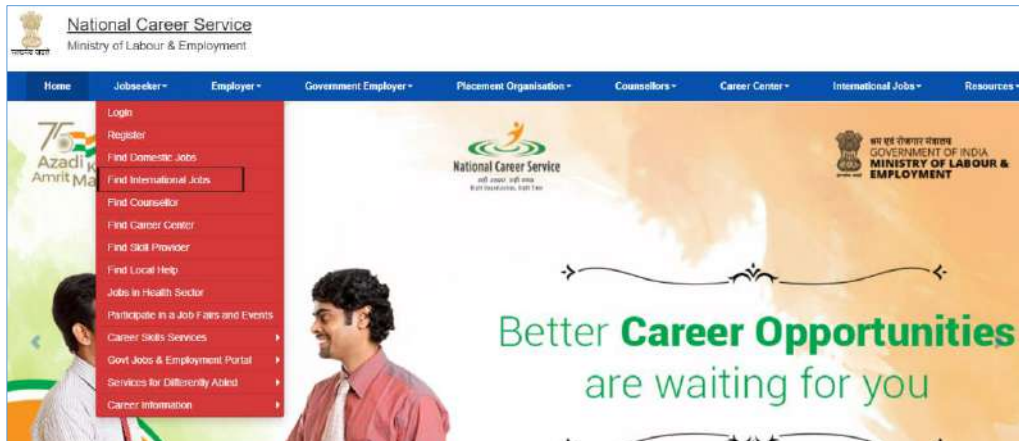
**Note:** The portal only evaluates your eligibility criteria only for jobs posted directly on the NCS portal. This evaluation does not work if an NCS partner has posted the job or for posting that require the user to be redirected to an external website for completing the job application.

## 4.2 Find International Jobs

As a jobseeker, you can specifically search for International jobs. This can be done by using the **Find International Jobs** sub menu option from the top navigation (anonymous user) or from Jobseeker left navigation (for logged in user).

1. Click the **Jobseeker** dropdown from the top navigation. The **Jobseeker** sub menu opens.
2. Click the **Find International Jobs** from the Jobseeker dropdown.



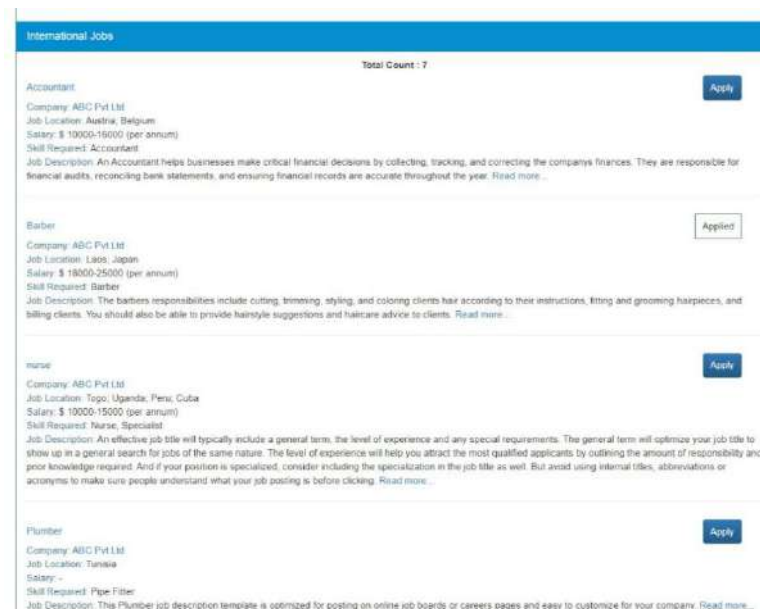


NCS Home Page Screen

3. The International Jobs Listing is displayed.
4. User needs to enter search criteria like Occupation(s), Region and Countries.

**Note** – Multiple occupations and countries can be selected.

5. Click the **Search** button to get list of Jobs matching search criteria.



6. Click the **Apply Button** and the page redirects to the Job Description page.



Job Id: [REDACTED] | Salary: (₹) 10000 - 15000 (Monthly) | Number of Openings: 10 | Posted on: 18/04/2022 | Last date to apply: 30/04/2022

[Applied](#) [Print](#)

Company Name:	ABC Pvt Ltd	Job Title:	Accountant
Organisation Type:	Company	Sector:	IT and Communication
Functional Area:	Marketing & Sales	Functional Role:	Marketing Executive
Job Description:	An Accountant helps businesses make critical financial decisions by collecting, tracking, and correcting the company's finances. They are responsible for financial audits, reconciling bank statements, and ensuring financial records are accurate throughout the year.		

**Required Qualifications**

Minimum Qualification Required: 12th Pass

**Additional Information**

Total Experience (in years)	2 - 4		
Country	Austria   Belgium	Occupation(s)	Accountant
Nature of job	Full Time		
Salary (₹)	10000 - 15000	Salary/Wage Type	Monthly
Available to Join in (in Days)	10		
Gender Preferences	Female		
Category	GEN		
Ex-Servicemen preferred	No	Number of Openings	10

**"Age/Date of Birth" Preference**

Age Preferences (in Years)	Age between 18 - 30 years as on 18/04/2022		
Date of Birth Preference	Born on or between 18/04/1992 and 18/04/2004		

[Applied](#) [Print](#)


### Job Description View

- Click the **Apply** button again. For anonymous user, NCS will prompt user to login. Once login, click on Apply button to apply the Job.

### 4.3 Search Health Sector Jobs


As a jobseeker, you can specifically search for Health Sector related jobs. This can be done by using the **Jobs in Health Sector** sub menu option from the top navigation (anonymous user) or **Human Resources for Health Sector** tile on NCS Home Page.

**JOBSEEKER**




Click here if you are looking for jobs

**EMPLOYERS**



Click here if you are searching for jobseekers



Shri Bhupenkar Yadav (Hon'ble Minister)

Shri Rameswar Tall (Hon'ble Minister of State)

**Find Jobs** | Find Counsellor | Find Career Center


Q: etc - Java, Data Entry, Account, Sales etc. | Please enter City or State | Total Experience (Years)

Jobs for Differently Abled |  Jobs for Ex-Servicemen |  Government Jobs |  Jobs for Women


Full Time |  Work From Home |  Internship |  Apprenticeship

[Search](#) Advanced Search

**Enhance your profile**



Career Skills




Microsoft | MoLE Training


Human Resources for Health Sector

Update your Profile


**Videos**




Instructional Videos



Sector and Job Roles



NCS | Success Story Videos



Create Video Profile

**Events and Job Fairs**

PRE RECTT TRG FOR TNPSX EXAM on NCS Portal from 30th Apr'22 to 22nd May'22

Online MCCHSR MAY22 on NCS Portal from 18th May'22 to 28th May'22

DigiSaksham training programme on NCS Portal from 16th May'22 to 25th May'22

Online Job Fair NCSCDA on NCS Portal on 18th May'22

Online MCCHSR MAY22 on NCS Portal from 18th May'22 to 25th May'22

View All

### Human Resources for Health Sector Link

1. Click the **Human Resources for Health Care** link. The **Search Human Resources/Jobs for Health Sector** pop-up displays.

This pop-up has the following cards:

- 1) **Jobseekers** (I am jobseeker searching for jobs)
- 2) **Employers** (I am a Govt. Dept./Placement Organization/Employer searching for suitable candidates)



#### **Search Human Resources/Jobs for Health Sector Pop-up**

2. Click the **Jobseekers** card. The **Jobs for Health Sector** pop-up displays.

This pop-up has the following sections:

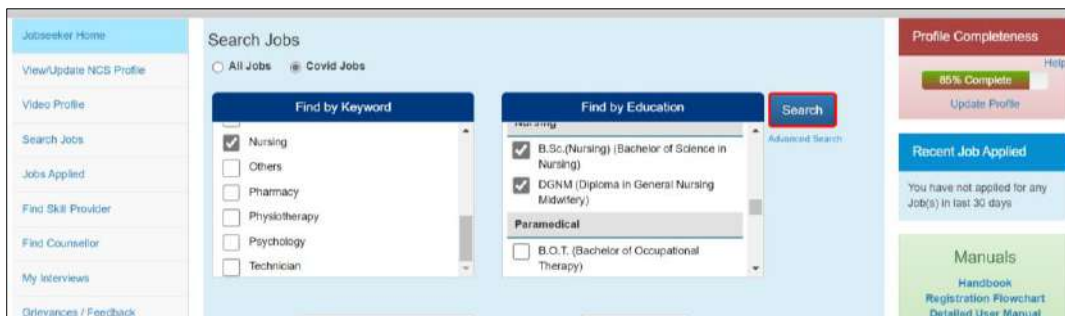
- 1) **Find by Keyword**
- 2) **Find by Education**

You can find a health sector related job either by specifying a keyword (associated with healthcare) or an education qualification (associated with healthcare).



**Human Resource for Health Sector Pop-up**

3. Click any link from either of the sections (**Find By Keyword** or **Find By Education** section). This will display the **Search Jobs** screen.



**Search Jobs Screen**

The **Search Jobs** screen will display your specific choice, as a selected check-box, be it a keyword or an education option.

4. Here, you can change your original choice and select other keyword and/or qualification options, as required (this can be a combination of keywords and/or qualifications).
5. Next, click the **Search** button.  
Jobs that match your search criteria are displayed as a list on the Jobs section of the screen. Here, you can view details of displayed jobs as well as apply to those jobs.
6. Click the **Applying** link for the required job. This displays the **Job Description** screen.
7. Finally, click the **Apply** button to apply for the said job.

#### 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 jobseeker 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.

The screenshot shows a job listing interface. At the top, there is a blue header with the word 'Jobs'. Below the header, there are two checkboxes: 'Direct Job Postings on NCS' and 'Job Postings by NCS Partners', both of which are checked. To the right of these checkboxes is a 'Sort' dropdown menu set to 'Freshness'. The main content area displays a job listing for 'Software Developer is needed', which is highlighted with a red box. To the right of this title is a blue 'Apply' button. Below the title, the following details are listed: 'Company: DGETEmp (Registered with DGETEmp)', 'Location: Not Specified', 'Salary: Not Specified', and 'Skill Required: JAVA'. Underneath, the 'Job Description' is shown as a series of repeated text: 'Software DeveloperSoftware Developer Software Developer Software Developer Software Developer Software Developer Software Developer Software Developer'. At the bottom left of the job listing, there is a 'Read more...' link, also highlighted with a red box. At the bottom right, it says 'Posted On 15/9/2017'.

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.

**Job Details**

Job ID: 12785-144835017 | Salary: 10000 - 20000 (E) | Number of Openings: 3 | Posted on: 11/02/2017 Apply

Company Name:	Ashish n Pura	Job Title:	Manager
Organization Type:	Private	Sector:	Professional, Scientific And Technical Activities
Functional Area:	Oil, Gas & Energy	Functional Role:	Others
Job Description:	Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing		

**Required Qualifications**

[Minimum Qualification Required:](#)  
Graduate

**Additional Information**

Total Experience (in years)	0 - 14	Relevant Experience (in years)	2 - 5
Location:	<input type="text" value="Ajmer"/>	Key Skills:	ASSISTANT DRIVER, DRIVER, ASSISTANT DRIVER, BUS DR
Nature of job:	Internship		
Salary ₹	10000 - 20000	Salary/Wage Type:	MONTHLY
Last date to apply:	02/02/2017 12:00:00 AM	Shift Type:	Day
Available to Join in (in days)	0		
Gender Preference:	Male	Marital Status:	Married
Caste:	ST-GEN		
Ea-Serviceman:	No	Number of Vacancies:	3
Is the job for differently abled (PwD) ?	No		

**Age/Date of Birth Preference**

Is On site:  02/15/2017 12:00:00 AM

Age Preferences (in Years)	Min:	18	Max:	21
Date of Birth Preference:	From:	02/13/1996 12:00:00 AM	To:	02/15/2017 12:00:00 AM

Apply Post

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 organisation 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:
- If both Minimum and Maximum options are selected, message will be:  
Age Preference: Age between 16-20 Years as on 1-Feb-2017
  - 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
  - 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:
- If both Minimum and Maximum options are selected, message will be:  
DOB Preference: DOB between 21/12/2000 and 21/12/1996
  - If only the Minimum DOB option is selected, message will be:  
DOB Preference: More than or equal to 21/12/1996
  - 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 Partner Integration

The job search results display 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

Jobs that are posted by partners on the portal can be identified by the phrase “Powered By xxxx” in the Company 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.

You (jobseeker) can search for jobs based on different criteria or keywords. Jobs that match your search criteria are displayed as a list on the Jobs section of the Search Job screen. Here, you can view job details of displayed jobs as well as apply to those job.

When you click the **Apply** button of a job posted by a partner, you are navigated to that particular partner’s website where you can complete the remaining job application process. Otherwise user can apply for the job on the NCS portal itself.

Following are the conditions for partner integration:

**Case 1:** When the **Share details with partner** check box in the **Preferences** screen of the **View/Update Profile** feature is checked by the user (jobseeker).

Personal Info Physical Attributes Communication Education & Training Experience Other Skills My References Preferences

**Preferences**

Subscribe to email alerts

Display Assessment report in profile

Share details with partner

Save Cancel

### Share Details with Partner Check Box

- a) User clicks the **Apply** button on the **Job Description** screen of a job posted by a partner. A pop-up message displays, informing the user about redirection to the partner’s website.

**Disclaimer**

You will be redirected to the partner’s website. Please click “Ok-proceed” to continue. As your pre-consent in profile preferences, we are sharing your information with partner and you will get partner’s website registration form pre-filled with your details.

Cancel Ok-Proceed

### Redirection Message

- b) When user clicks on the **OK-Proceed** button on the pop-up, they are redirected to the partner’s (third-party) website. The NCS portal also passes the encrypted details of the jobseeker such as their first name, middle name, last name, gender, date of birth, mobile number, email ID, and job ID, to the partner’s website.

**Case 2:** When the **Share details with partner** check box in the **Preferences** screen of the **View/Update Profile** feature is not checked by the user (jobseeker).

Personal Info Physical Attributes Communication Education & Training Experience Other Skills My References Preferences

**Preferences**

Subscribe to email alerts

Display Assessment report in profile

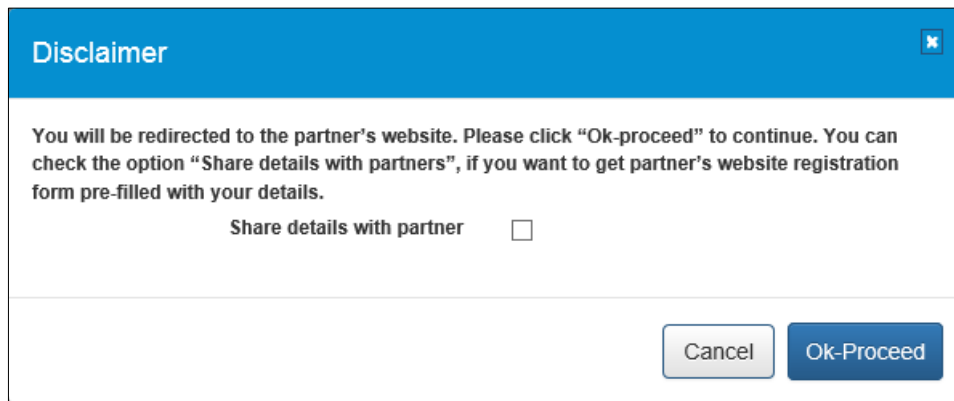
Share details with partner

Save Cancel

### Share Details with Partner Check Box

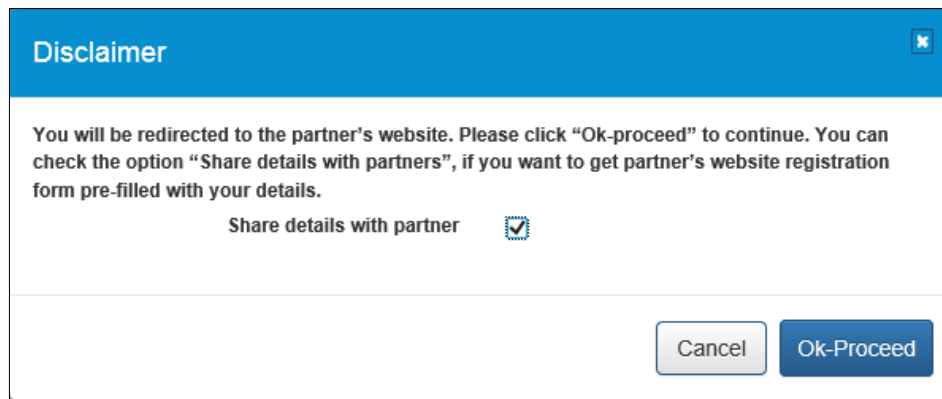


- a) User clicks the **Apply** button on the **Job Description** screen of a job posted by a partner. A pop-up message displays, informing the user to provide their consent for sharing their details with the partner's (third-party) website.



#### Consent Message

- b) When the user checks the **Share details with partner** check box and clicks the **OK-Proceed** button, they are redirected to the partner's (third-party) website. Also, the redirection URL is encrypted with details of the jobseeker such as their first name, middle name, last name, gender, date of birth, mobile number, email ID, and job ID.



#### Consent Message

- c) If the user does not check the check box, and clicks the **Ok-Proceed** button, they are redirected to the partner's (third-party) website, for completing the job application process. However, the NCS portal does not pass details of the jobseeker to the partner's website.

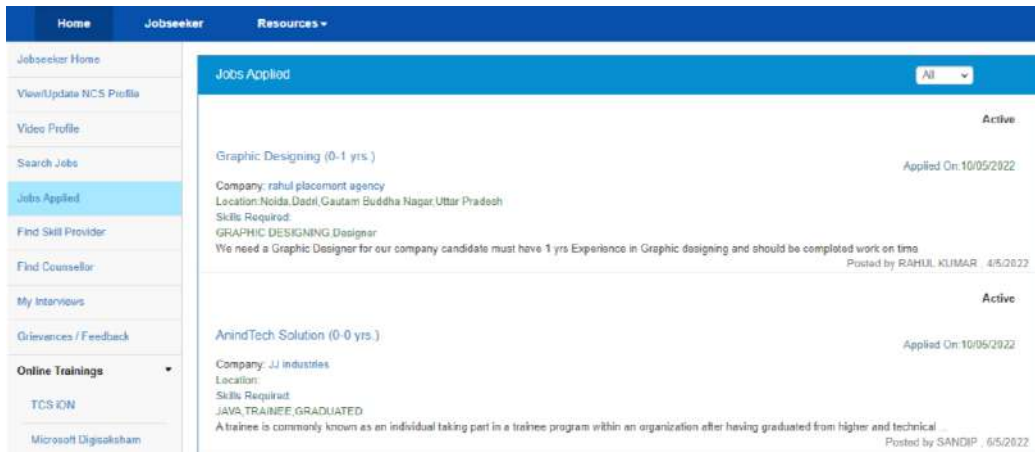
**Case 3:** When the user (jobseeker) is already registered with the partner's website.

- a) User clicks the **Apply** button on the **Job Description** screen of a job posted by a partner. The Customer ID of the partner's website or portal and the user's NCSP ID are passed to the partner's (third-party) website in encrypted format.

## 5. Jobs Applied

This link allows you to view the jobs you have applied for.

1. Click the **Jobs Applied** link from the left panel. This displays the **Jobs Applied** screen.



**Jobs Applied Screen**

2. Click the **Job Title** link to view details of the applied job.
3. Click the **Company** link to view details of the company.

## 6. Find Skill Provider

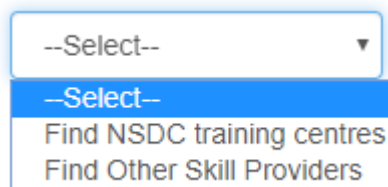
This link allows you to search for an appropriate skill provider whether it is a skill providing NSDC (National Skill Development Corporation) training centre near you or any other skill providing institution.

1. Click the **Find Skill Provider** link from the left panel. This displays the **Search Skill Providers** screen.



**Search Skill Providers Screen**

2. Select the required option from the displayed drop-down list.



### Skill Providers Options

3. Selecting the first option, a pop-up message displays notifying you whether you want to proceed to an external website link or not.



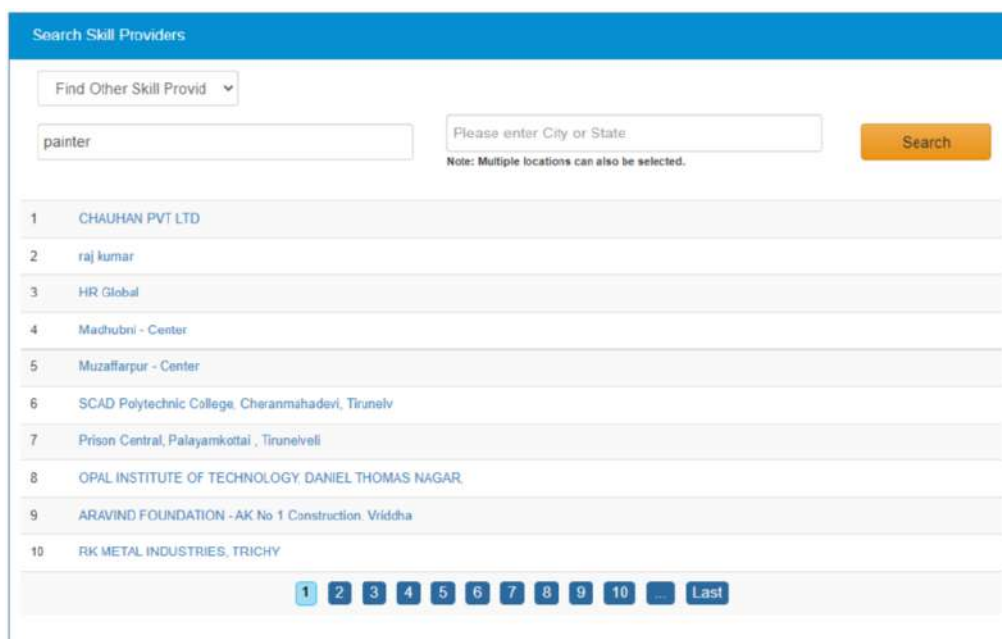
### Redirection Notification

4. By selecting the **Continue** button, you will be navigated to the NSDC website where you can search for the nearest NSDC training centre.
5. By selecting the second option you will be able to search for a non-NSDC skill provider, registered with the NCS portal, using the displayed search parameters (skill keyword and location) and then click the **Search** button.



### Skill Providers Search Parameters

The list of the non-NSDC skill providers who match your search parameters displays. Select the required skill provider to contact them as required.



### Skill Providers Search Results

## 7. Find Counsellor

This link allows you to search for a career counsellor registered with the NCS portal whose counselling services you can avail to enhance your career prospects.

### 7.1 Search for a Counsellor

Follow these steps to search for a counsellor:

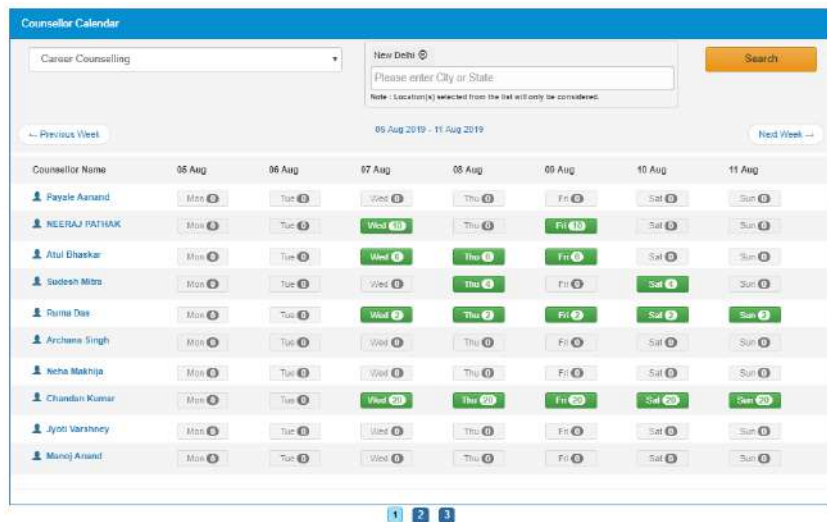
1. Click the **Find Counsellor** link from the left panel. This displays the **Counsellor Calendar** screen.

The screenshot shows the 'Counsellor Calendar' interface. At the top, there is a search bar with a dropdown menu set to '--Select--' and a text input field labeled 'Please enter City or State'. A 'Search' button is located to the right of the input field. Below the search bar, there are navigation buttons for 'Previous Week' and 'Next Week', and a date range indicator '09 May 2022 - 15 May 2022'. The main area is a table with columns for days of the week (09 May to 15 May) and rows for counsellors. Each cell in the table contains a day abbreviation and a small icon representing availability. The counsellors listed are Radha, Gayathri, Neelam, stageeleven, saurabh ag, Sunday Ji, stagcouns, Sadhgaru Sham, jaidev shah, and sahara shah. The 'Tuesday' cell for 'Sunday Ji' is highlighted in green.

Counsellor Name	09 May	10 May	11 May	12 May	13 May	14 May	15 May
Radha	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Gayathri	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Neelam	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
stageeleven	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
saurabh ag	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Sunday Ji	Mon 0	Tue 1	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
stagcouns	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Sadhgaru Sham	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
jaidev shah	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
sahara shah	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0

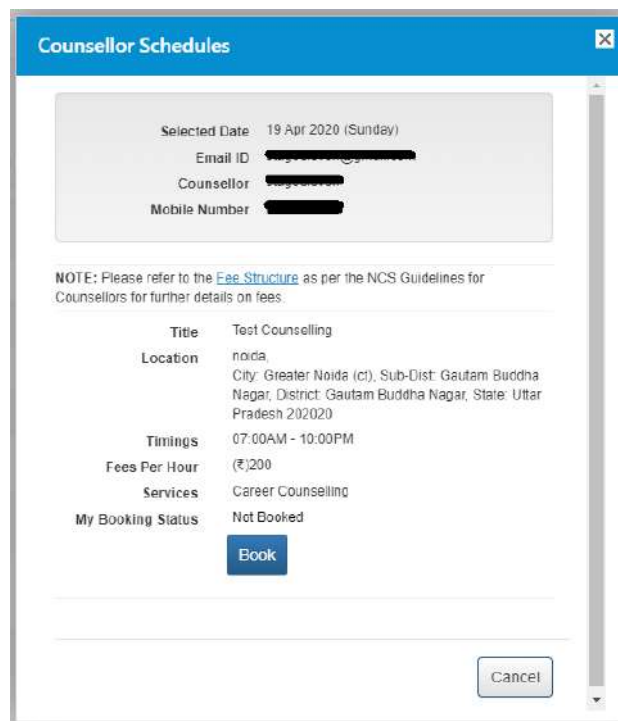
**Counsellor Calendar Screen**

2. Select the type of counselling (career counselling or vocational guidance) you require from the drop-down, enter a location in the text field and click the **Search** button. This displays available counsellors who match your search criteria.



### Career Counsellor Search Results

3. Click the date for the counsellor whose session you want to book (dates displayed in green colour on the calendar depict sessions for which seats are available for booking). This displays the **Counsellor Schedule** pop-up with details (date of the session, contact details of the counsellor, type of counselling, location, session fee, etc.) of the selected counselling session.



### Counsellor Schedule Pop-up

4. Next, click the **Book** button to book the counselling session.

## 7.2 Counsellor Details

Follow these steps to view details of a specific counsellor:

1. Click the **Find Counsellor** link from the left panel. This displays the **Counsellor Calendar** screen.

Legend: ● Book Available ● Available on Calendar ● Book Not Available ● Not Selected

Counsellor Name	05 Aug	06 Aug	07 Aug	08 Aug	09 Aug	10 Aug	11 Aug
Sadhguru Sham	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
jaydev shah	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
sahara shah	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
OIPREMICASON Sharma	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Abhishek D	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Aditi GUPTA	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
anubhav	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Lalika Chandel	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 63	Sun 60
Abhishek Shukla	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Abhishek Vinay	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0

**Counsellor Calendar Screen**

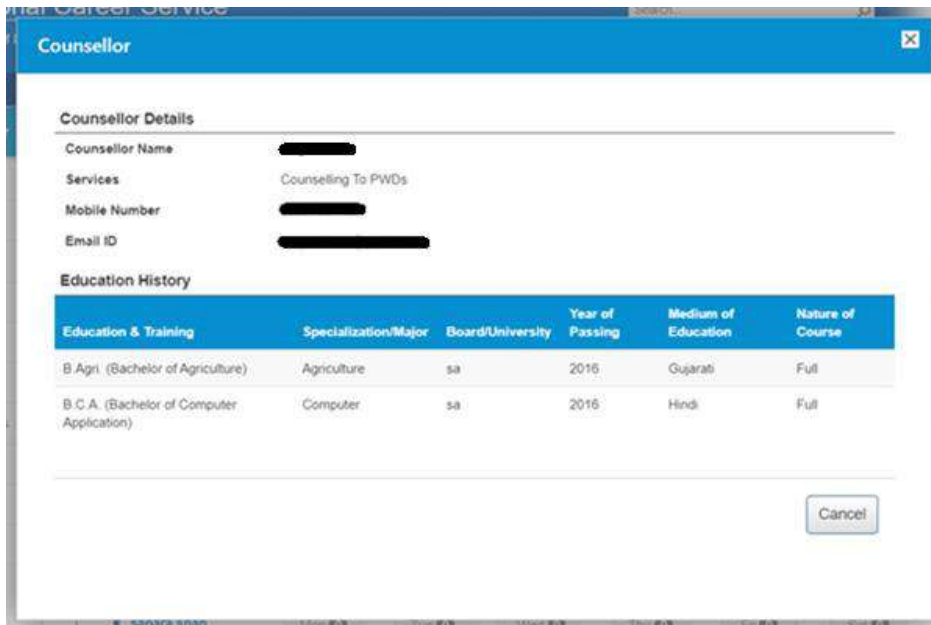
2. Select the type of counselling (career counselling or vocational guidance) you require from the drop-down, enter a location in the text field and click the **Search** button. This displays available counsellors who match your search criteria.

Search criteria: Career Counselling, New Delhi

Counsellor Name	05 Aug	06 Aug	07 Aug	08 Aug	09 Aug	10 Aug	11 Aug
Payale Anand	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
NEERAJ PATHAK	Mon 0	Tue 0	Wed 60	Thu 0	Fri 60	Sat 0	Sun 0
Atul Dhaskar	Mon 0	Tue 0	Wed 60	Thu 60	Fri 60	Sat 0	Sun 0
Sudesh Mitra	Mon 0	Tue 0	Wed 0	Thu 60	Fri 0	Sat 60	Sun 0
Ramesh Das	Mon 0	Tue 0	Wed 60	Thu 60	Fri 60	Sat 60	Sun 60
Archana Singh	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Neha Makhija	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Chandini Kumar	Mon 0	Tue 0	Wed 60	Thu 60	Fri 60	Sat 60	Sun 60
Jyoti Varshney	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Manoj Anand	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0

**Career Counsellor Search Results**

3. Click the name (link) of the required counsellor listed in the **Counsellor Name** column. The **Counsellor** pop-up displays:



### Counsellor Pop-up

The pop-up displays details of the selected counsellor along with their education history.

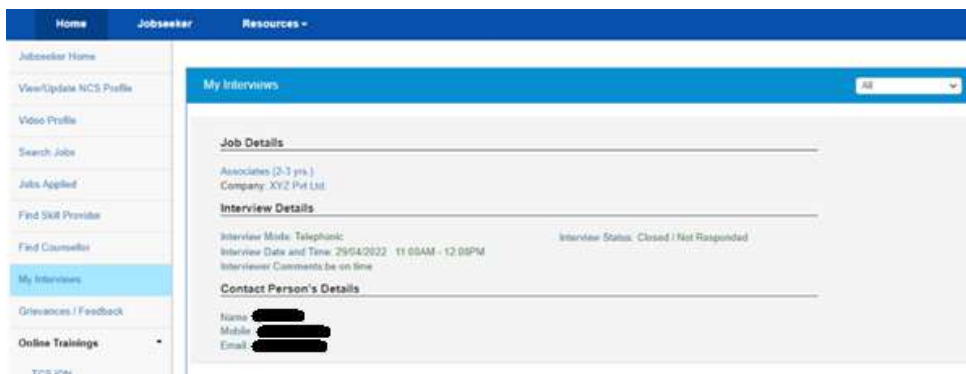
## 8. My Interviews

This link allows you to view all your scheduled interviews with various employers (private employers or government departments) and placement organisations. You can also accept or reject interview requests as required.

### 8.1 View Interviews

The **My Interviews** screen lists interview request you receive.

1. Click the **My Interviews** link from the left panel. The **My Interviews** screen displays.



### My Interviews Screen

2. You can filter the list of your scheduled interviews with different employers using the displayed drop-down list. Filtering options include All, Active, Closed, Interview Accepted, and Interview Rejected.

## 8.2 Accept an Interview

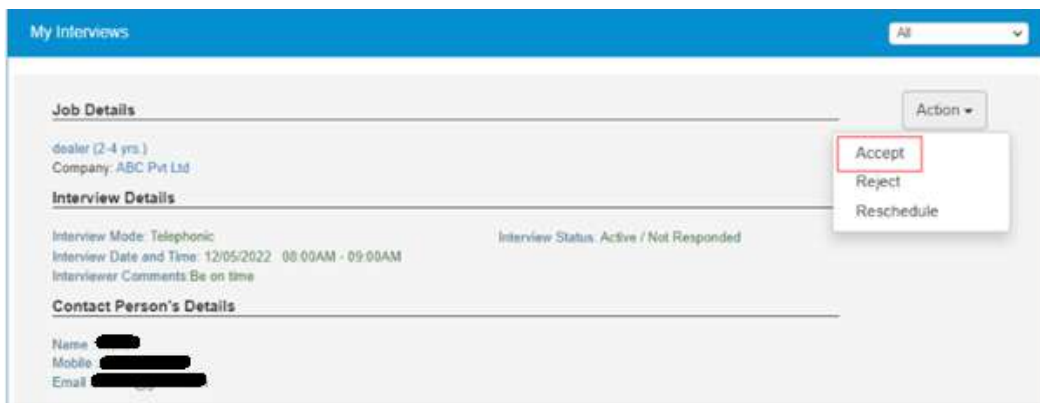
The **Action** button for an interview request item on the **My Interviews** screen provides you with the option to accept that particular interview.

1. Click the **Action** button for the required interview to display the available options.



### Action Button Options

2. Select the **Accept** option from the **Action** drop-down list.



### The Accept Option

The **Action** button disappears from the screen and the **Interview Status** mentions that the said interview has been accepted.

**Note:** The employer (private employer\Government Department\Placement Organisation), who had invited you for the interview is notified about your acceptance of the interview request. Also, the said employer will not be able to send you an invite, once again, for this particular job after its acceptance.

**Note:** The **Action** button disappears from the **My Interviews** screen, if you do not accept or reject an interview request, when the current date and time goes past the scheduled interview

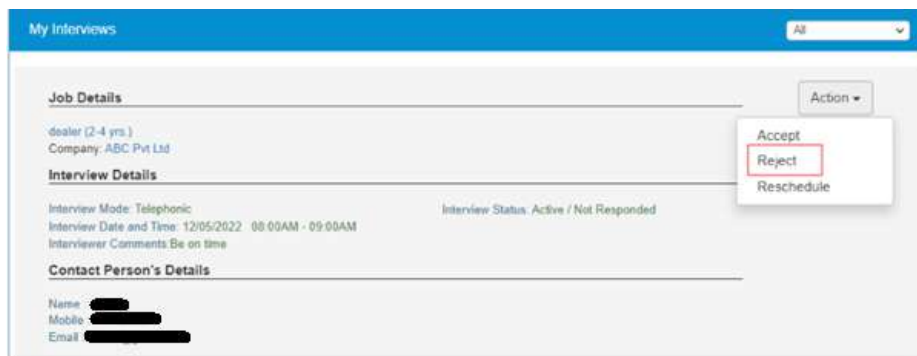


date and time or if the employer (private employer\Government Department\Placement Organisation) closes the job posting at their end.

### 8.3 Reject an Interview

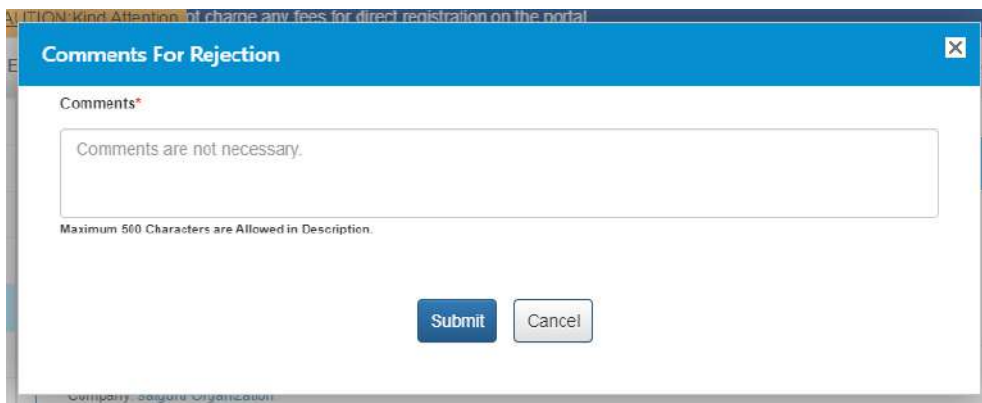
The **Action** button for an interview request item on the **My Interviews** screen provides you with the option to reject that particular interview.

1. Click the **Action** button for the required interview to display the available options.
2. Select the **Reject** option from the **Action** drop-down list.



#### The Reject Option

3. The **Comments for Rejection** pop-up displays. Enter the reason for rejecting the interview request in the **Comments** text area.



#### Comments for rejection Pop-up

4. Click the **Submit** button.

The **Action** button disappears from the screen and the **Interview Status** mentions that the said interview has been rejected.

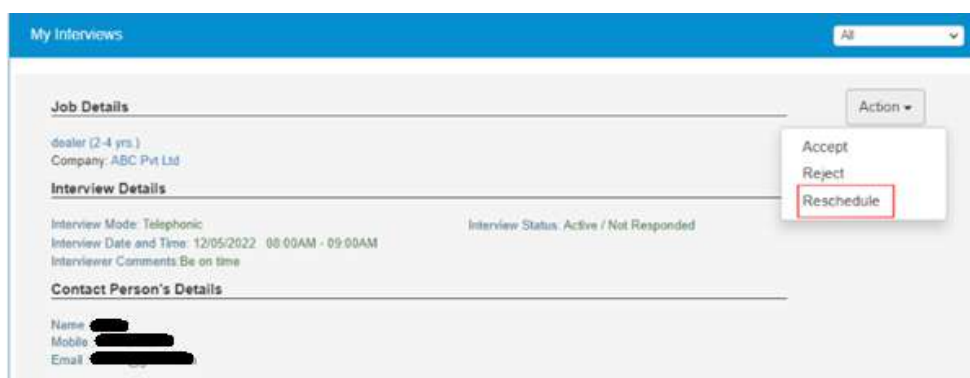
**Note:** The employer (private employer\Government Department\Placement Organisation), who had invited you for the interview is notified that you have rejected the interview request. However, the said employer will be able to send you an invite, once again, for this particular job even after your rejection of the interview request.

**Note:** The **Action** button disappears from the **My Interviews** screen, if you do not accept or reject an interview request, when the current date and time goes past the scheduled interview date and time or if the employer (private employer\Government Department\Placement Organisation) closes the job posting at their end.

## 8.4 Reschedule an Interview

The **Action** button for an interview request item on the **My Interviews** screen provides you with the option to Reschedule that particular interview.

1. Click the **Action** button for the required interview to display the available options.
2. Select the **Reschedule** option from the **Action** drop-down list.



### The Reschedule option

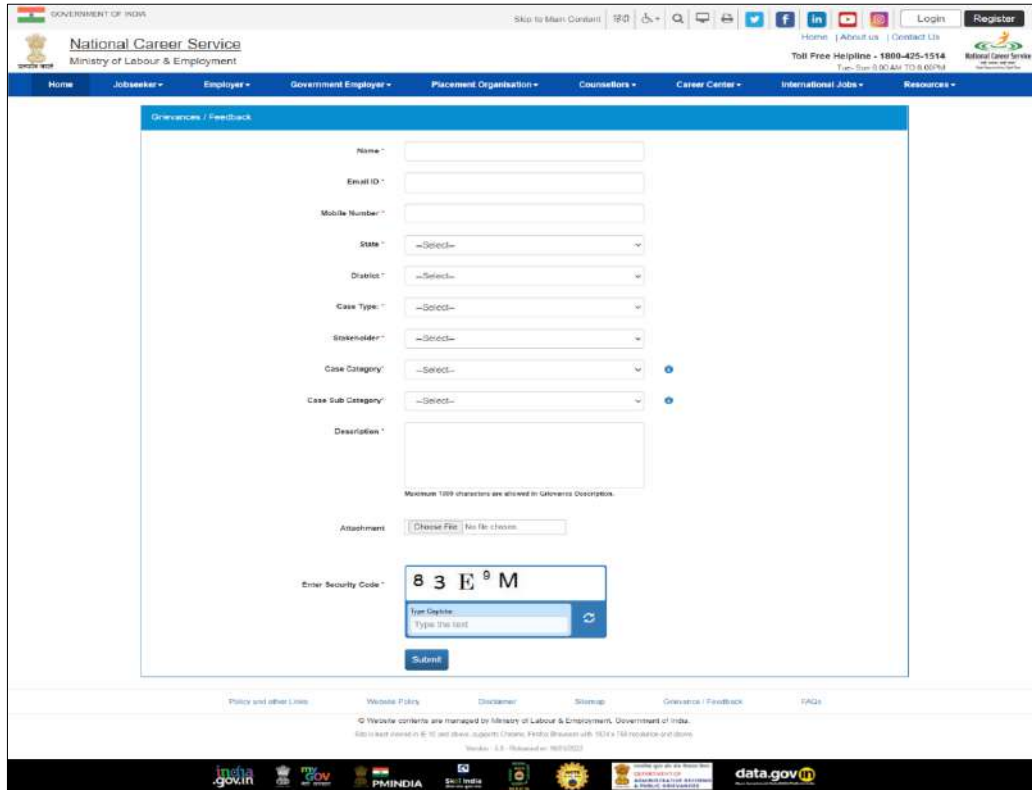
The **Action** button disappears from the screen and the **Interview Status** mentions that the said interview has been Rescheduled.

**Note:** The employer (private employer\Government Department\Placement Organisation), who had invited you for the interview is notified about your reschedule of the interview request.

## 9. Grievance/Feedback (footer link)

This link, from the page footer, allows Jobseeker to post any feedback/grievance, query, and request.

1. Click on **Grievance/Feedback** from the footer link. The following screen displays.



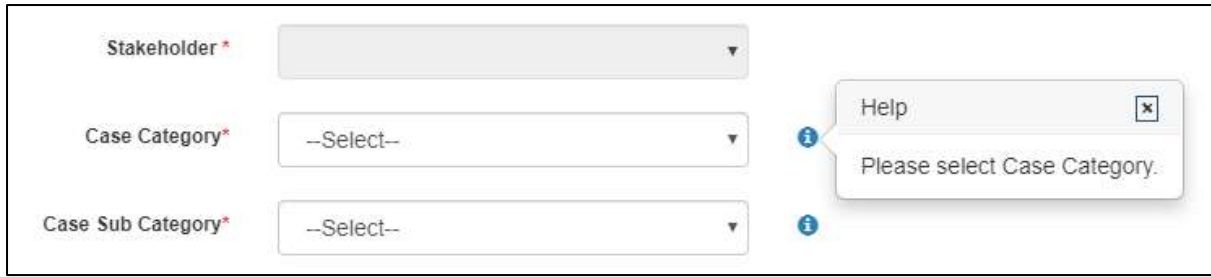
The screenshot shows the 'Grievances / Feedback' form on the National Career Service website. The form includes the following fields:

- Name:
- Email ID:
- Mobile Number:
- State:
- District:
- Case Type:
- Stakeholder:
- Case Category:
- Case Sub Category:
- Description:
- Attachment:
- Enter Security Code:

Below the security code, there is a 'Type Captcha' field with a refresh button and a 'Submit' button. A note below the description field states: 'Maximum 1000 characters are allowed in Grievance Description.'

### Grievance/Feedback Screen

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. Attach the Attachment.
13. Review the security image and enter the displayed text
14. Click the Submit button
15. Click the Help tool tip to know about Case Category and Case Sub Category types



**Help Tool Tip**

## 10. Grievances/ Feedback (Navigation panel link)

This link, from the left navigation panel, allows Jobseeker 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.

Case ID	Case Category	Case Subcategory	Description	Registration Date	Status	Resolved Date	Resolution	Feedback
██████████	Unable to find data	Unable to Search Jobs	asdfsafsa	22-April-2016	Resolved	03-May-2016	Resolve	Give Feedback

**Cases Screen**

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



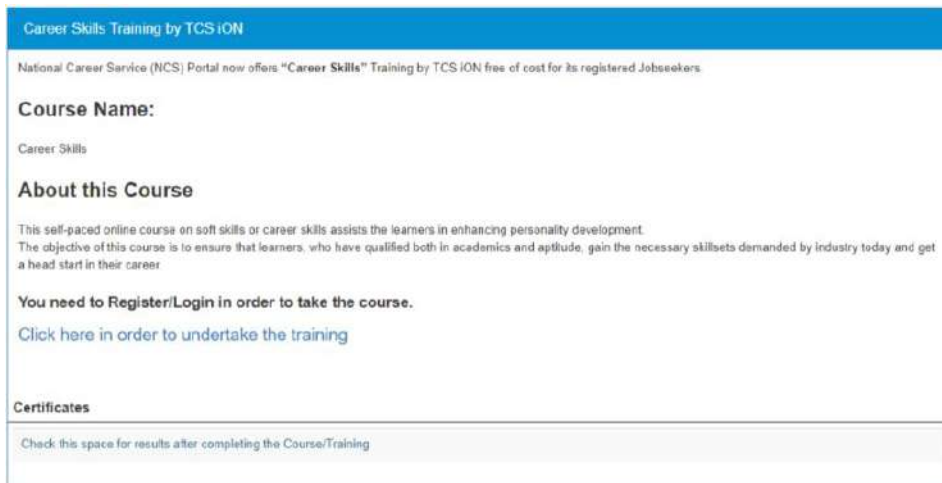
**Feedback Pop-up**

## 11. Online Trainings

### 11.1 TCS iON

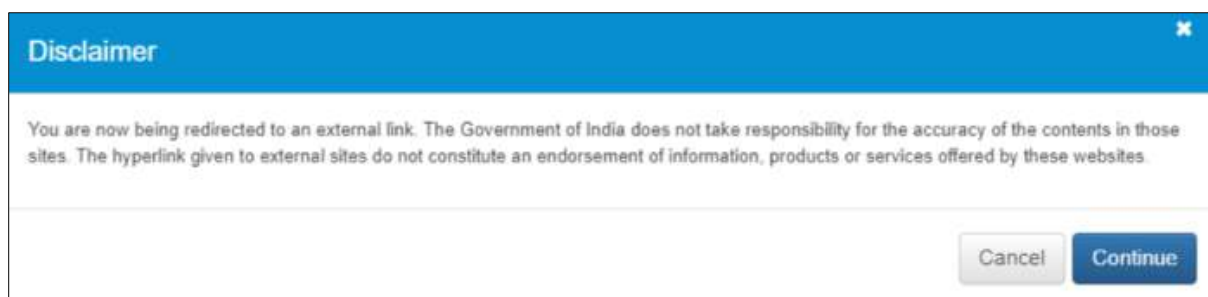
This link allows you to take Online Trainings on TCS iON.

1. Click the **TCS iON** link from the left panel. The **TCS iON** screen displays.



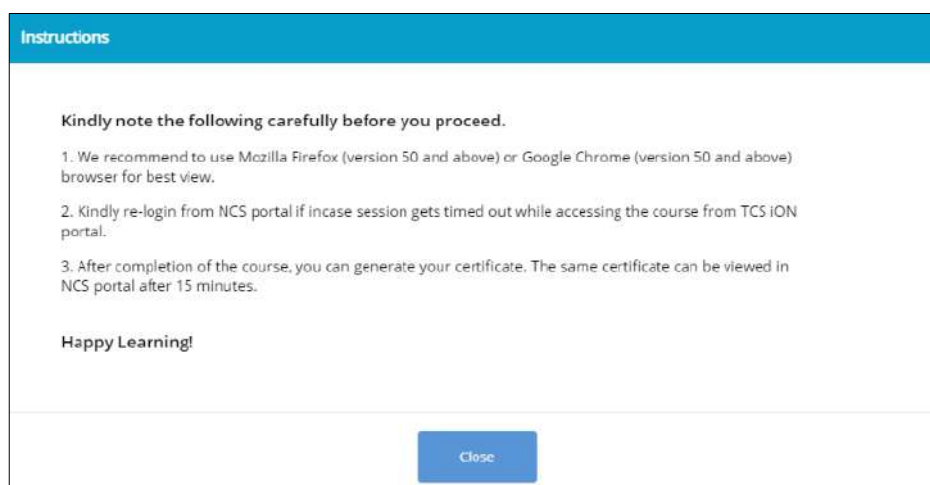
TCS iON Screen

2. Click the “**Click here in order to undertake the training**”.



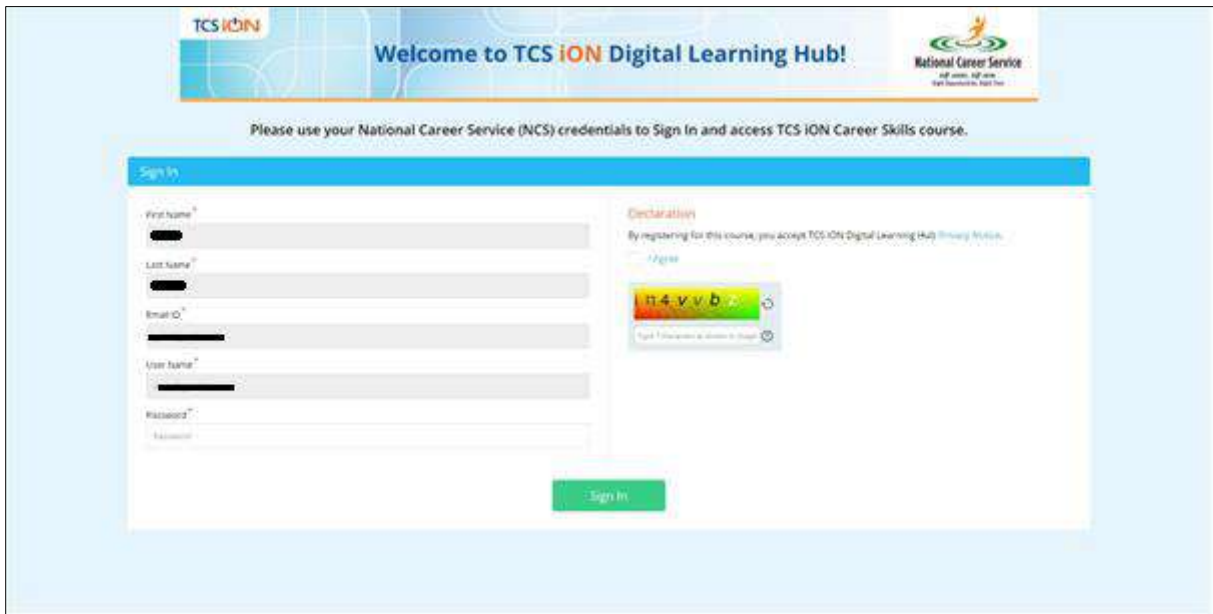
Pop-Up Screen

3. Click **Continue** to proceed.
4. **Instructions** Pop-Up should appear. Click the **Close** button to close the Pop-Up.
5. The **TCS iON** screen will appear.



Instructions Pop-Up

6. Click “I Agree to Privacy Notice” check box. To read TCS iON Privacy Notice.
7. Enter security code as shown in image
8. Click “Sign In” link.

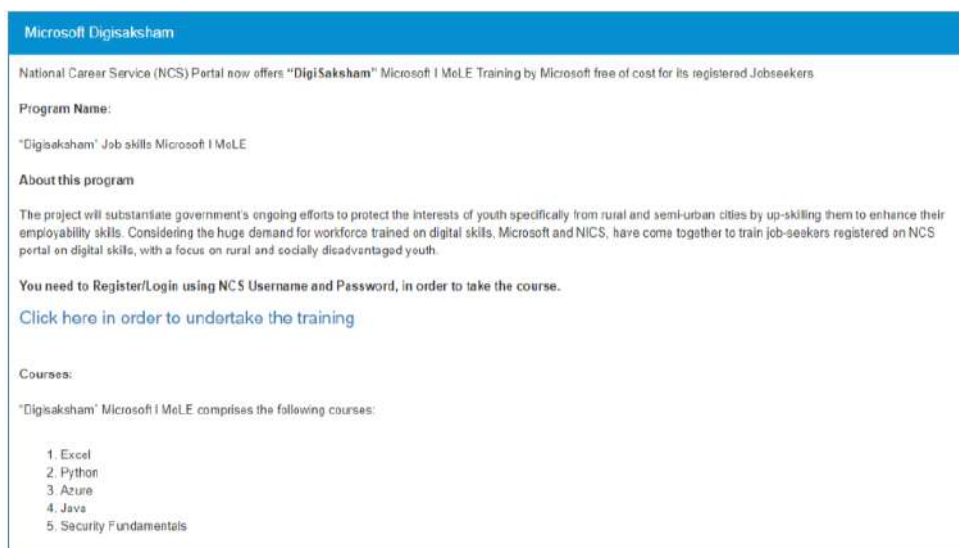


**TCS iON Screen**

## 11.2 Microsoft Digisaksham

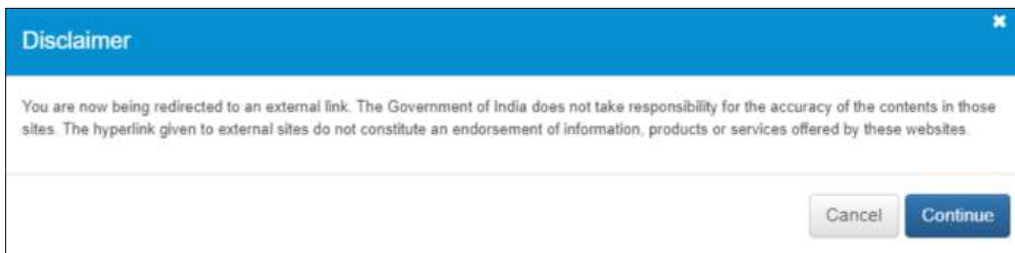
This link allows you to take Online Trainings on Microsoft Digisaksham.

1. Click the **Microsoft Digisaksham** link from the left panel. The **Microsoft Digisaksham** screen displays.



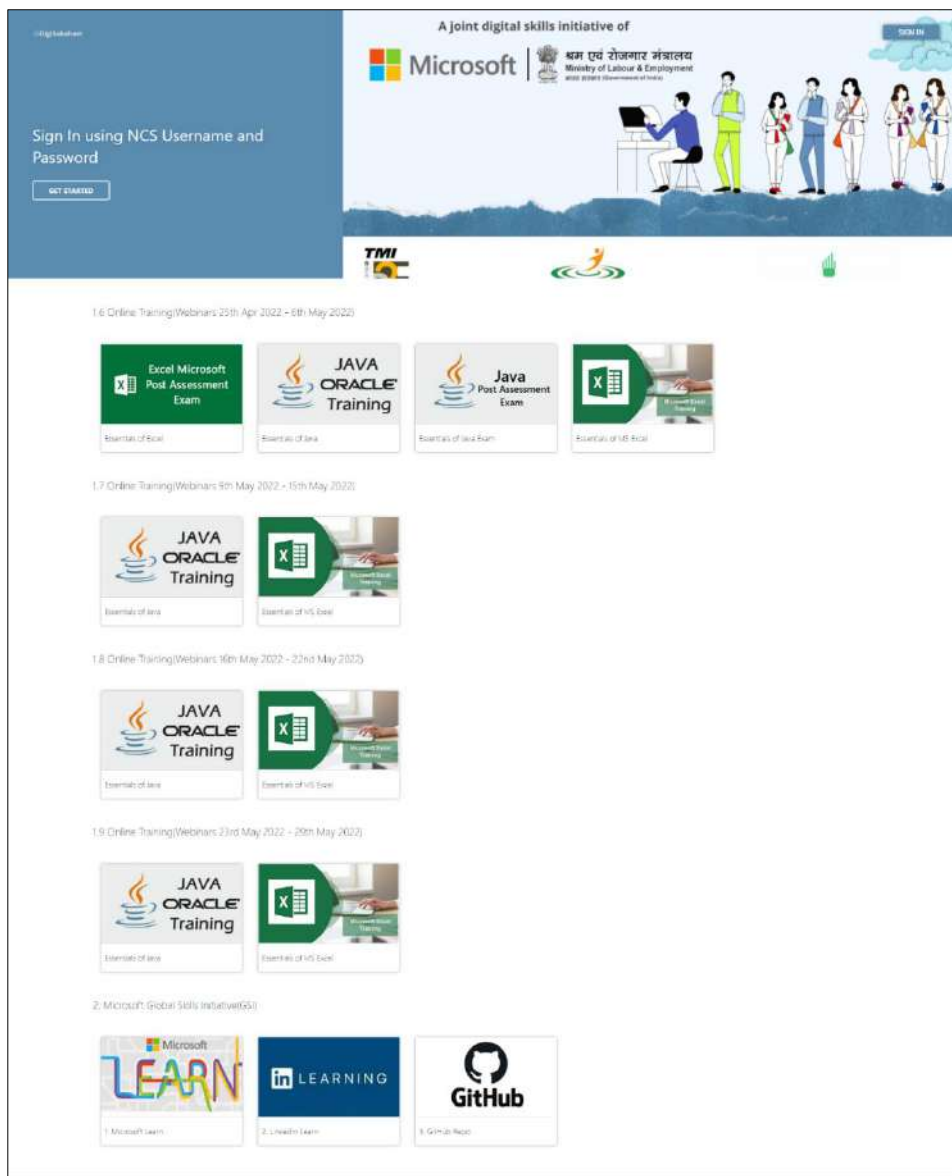
**Digisaksham screen**

2. Click the “Click here in order to undertake the training”.



### Pop-Up Screen

3. Click Continue to proceed.
4. The **Digisaksham** screen will appear.

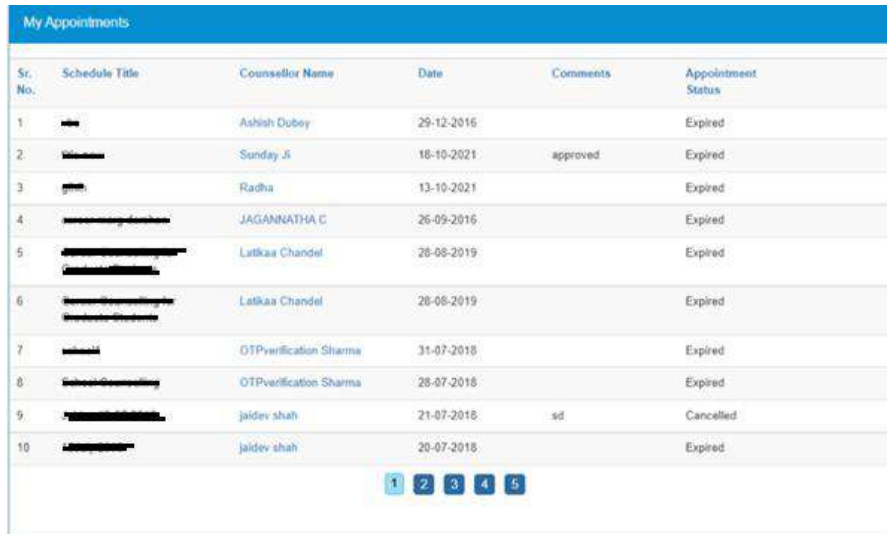


### Digisaksham screen

## 12. My Appointments

This link allows you to view your scheduled counselling appointments with concerned job counsellors.

1. Click the **My Appointments** link from the left panel. The **My Appointments** screen displays.



The screenshot shows a table titled "My Appointments" with the following columns: Sr. No., Schedule Title, Counsellor Name, Date, Comments, and Appointment Status. The table contains 10 rows of data. The first 9 rows have a status of "Expired", while the 10th row has a status of "Cancelled". The "Comments" column for the 10th row contains the text "sd". At the bottom of the table, there are five numbered buttons (1-5) for pagination.

Sr. No.	Schedule Title	Counsellor Name	Date	Comments	Appointment Status
1	[REDACTED]	Ashish Dubey	29-12-2016		Expired
2	[REDACTED]	Sunday Ji	18-10-2021	approved	Expired
3	[REDACTED]	Radha	13-10-2021		Expired
4	[REDACTED]	JAGANNATHA C	26-09-2016		Expired
5	[REDACTED]	Latkaa Chandel	28-08-2019		Expired
6	[REDACTED]	Latkaa Chandel	28-08-2019		Expired
7	[REDACTED]	OTPverification Sharma	31-07-2018		Expired
8	[REDACTED]	OTPverification Sharma	28-07-2018		Expired
9	[REDACTED]	jai dev shah	21-07-2018	sd	Cancelled
10	[REDACTED]	jai dev shah	20-07-2018		Expired

**My Appointments Screen**

Click the **Counsellor Name** link to view details of that particular counsellor.

Click the **Cancel Appointment** link to cancel an appointment with a counsellor.

## 13. Announcements

This link allows Jobseeker to view uploaded documents.

Click on **Announcements** from left panel. This displays the list of announcements for the Jobseeker.

## 14. Templates

This link allows you to access available templates that you can download on your computer and use as required.

1. Click the **Templates** link from the left panel. This displays a screen that lists available standard templates for the Jobseeker.



File Name	File Size	File Type	Last Updated On
CV Templates.docx	34.77 KB	Word	5/7/2018 4:30 PM
Dos and Dents to protect the interest of jobseekers.docx	25.02 KB	Word	5/7/2018 4:30 PM

### Templates Screen

2. Click the link of the displayed template to download 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.

### Preferences Screen

2. Check the **Subscribe to email alerts**  check box, to subscribe to bulk email alerts that are sent by the NCS portal. Uncheck the check box to unsubscribe from these alerts.

**Note:** Bulk emails that you receive from the system will have an unsubscribe link at the bottom, to unsubscribe from those mailers.

### Email Unsubscribe Link

3. 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.
4. 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.

5. 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.
6. Click the **Save** button, to save the entered details

## 16. Job Fairs and Events

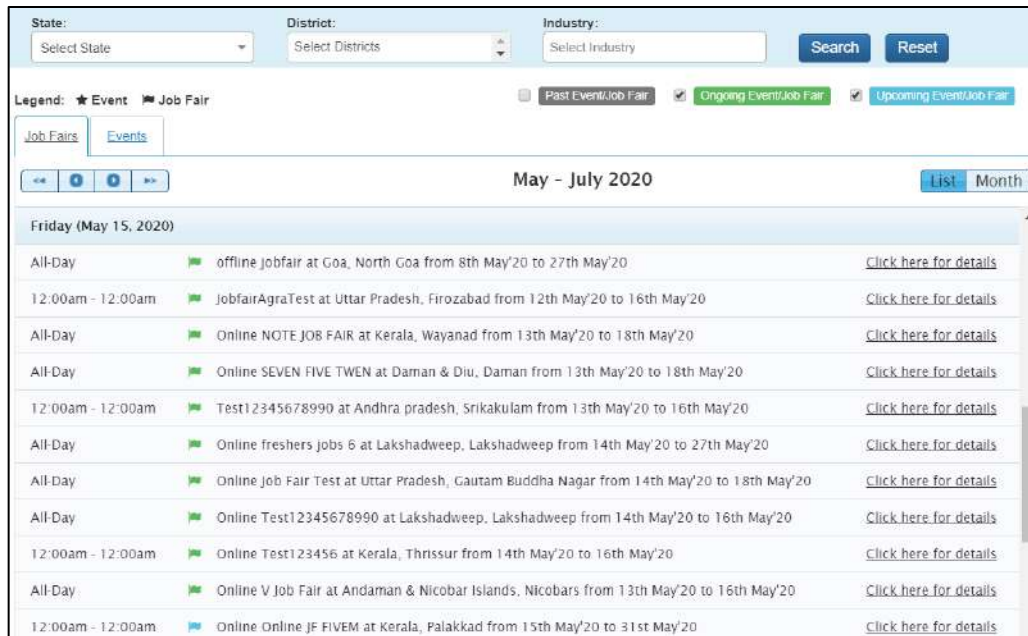
This section of the document describes how an Jobseeker can find out online upcoming Job fairs and Events on the NCS portal and then register themselves for specific Job fairs and events.

List of Job Fairs can be accessed from Job Fair and Events Section of NCS Home Page. Jobseeker can either click on a Job Fair link displayed in the section or Jobseeker can also click on **View All** link to navigate to **NCS Calendar** Page, which displays the list of all Job Fairs / Events published on NCS Portal.

**NCS Calendar** Page has various parameters to search for an Event / Job Fair. The results of search conducted by an Jobseeker based on their search filter criteria (state, industry, and sector) will be displayed as a listing.

The screenshot displays the NCS Home Page interface. At the top, there are navigation tabs: 'Find Jobs', 'Find Counsellor', and 'Find Career Center'. Below these is a search bar with a dropdown menu for 'Please enter City or State' and a 'Total Experience (Years)' dropdown. A 'Search' button is located to the right. Below the search bar are several filter checkboxes: 'Jobs for Differently Abled', 'Jobs for Ex-Servicemen', 'Government Jobs', 'Jobs for Women', 'Full Time/Work From Home', 'Internship', and 'Apprenticeship'. The main content area is divided into three columns. The left column is titled 'Enhance your profile' and contains tiles for 'Career Skills' (with 'tos iON' logo), 'Microsoft MoLE Training' (with 'DigiSaksham' logo), 'Human Resources for Health Sector', and 'Update your Profile'. The middle column is titled 'Videos' and contains tiles for 'Instructional Videos', 'Sector and Job Roles', 'NCS | Success Story Videos', and 'Create Video Profile'. The right column is titled 'Events and Job Fairs' and is highlighted with a red box. It contains a list of events: 'Career Talk/CBP NCSC SCST JBP on NCS Portal on 17th May22', 'Online Job Fair NCSCDA on NCS Portal on 18th May22', 'Online MCCHSR MAY22 on NCS Portal from 18th May22 to 25th May22', 'Rojgar mela at Uttar Pradesh, Pratapgarh on 18th May22', 'Placement Drive at Uttar Pradesh, Gonda on 18th May22', 'JOB FAIR at Gujarat, Surendranagar on 18th May22', and 'JOB FAIR at Gujarat, Anand on 18th May22'. Below the main content area are three large colored boxes: 'International Jobs' (blue), '1,88,990 ACTIVE EMPLOYERS' (purple), and '1,83,365 ACTIVE VACANCIES' (orange). At the bottom left, there is a link for 'Top Employers April 2022'.

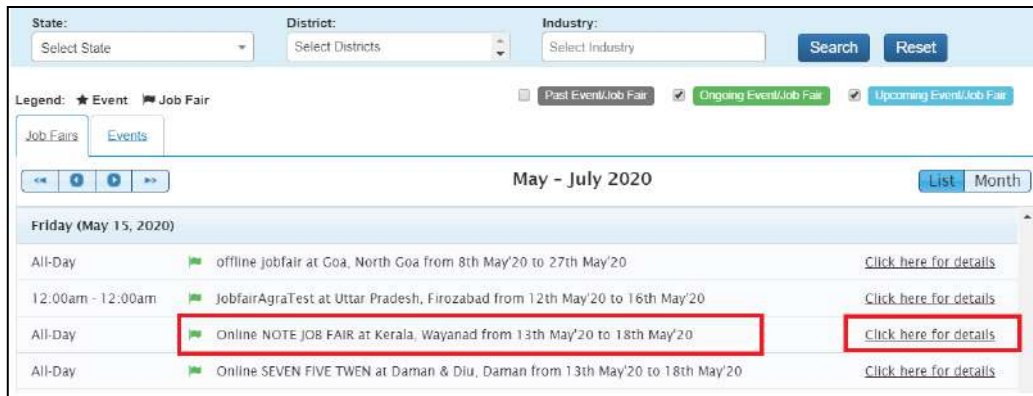
NCS Home Page Screen



## 16.1 Search for Job Fairs

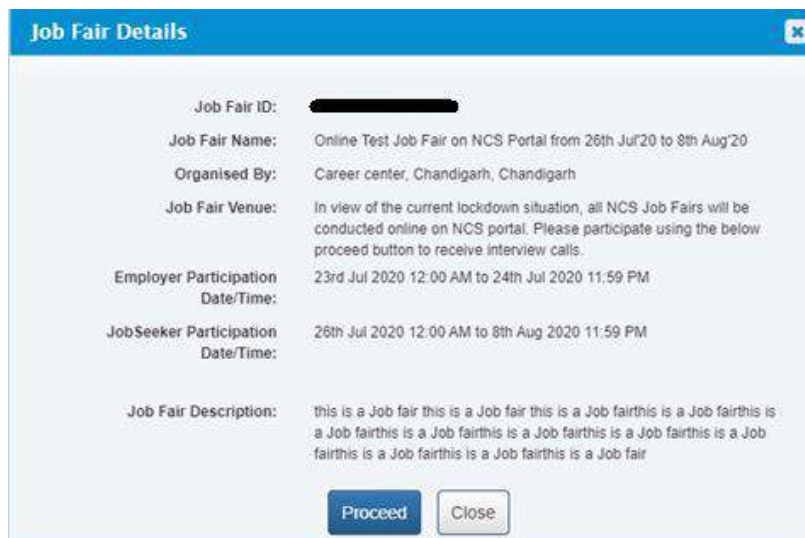
Follow these steps to search for job fairs:

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.
3. Select availability check box(es) as required (**Past Event/Job Fair, Ongoing Event/Job Fair, and Upcoming Event/Job Fair**).
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 List

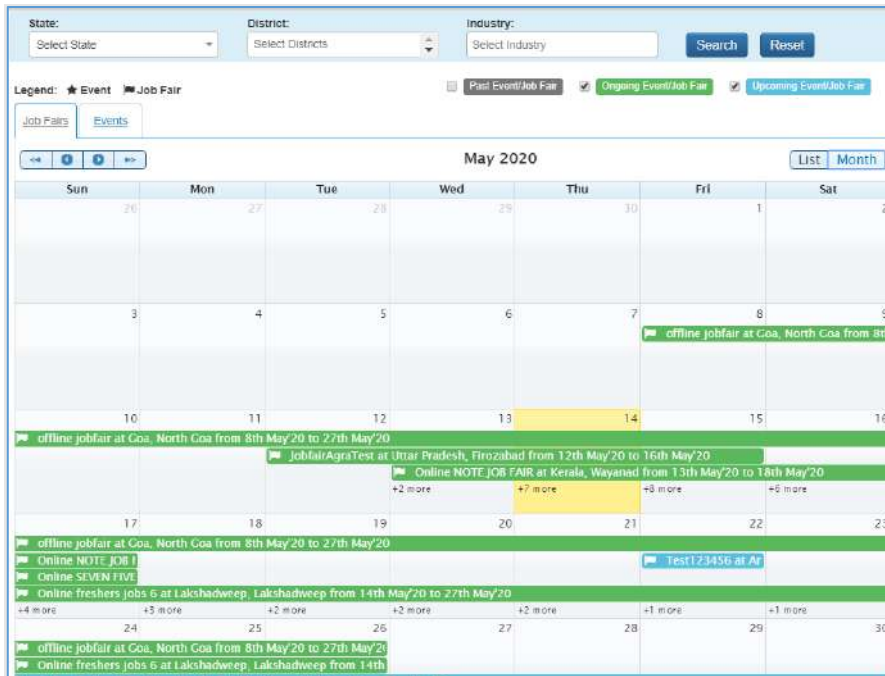
- ii. To view the details of a particular job fair, you can either click the title of the job fair in the list or click the **Click here for details** link for that listing.
- iii. The details of the selected Job Fair are displayed on a pop-up.
- iv. Important: Since these all are Online/Digital Job Fairs, so the "Job Fair venue" for these Job Fairs will show "NCS Portal" and the user needs to use our Portal services for shortlisting candidates against a Posted Job.



### Job Fair Details 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.



### Job Fair Result Calendar

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

**Job Fair Details** ✕

**Job Fair ID:** ██████████

**Job Fair Name:** Online Test Job Fair on NCS Portal from 26th Jul'20 to 8th Aug'20

**Organised By:** Career center, Chandigarh, Chandigarh

**Job Fair Venue:** In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to receive interview calls.

**Employer Participation Date/Time:** 23rd Jul 2020 12:00 AM to 24th Jul 2020 11:59 PM

**Job Seeker Participation Date/Time:** 26th Jul 2020 12:00 AM to 8th Aug 2020 11:59 PM

**Job Fair Description:** this is a Job fair this is a Job fair this is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fair

Proceed
Close

### Job Fair Details Pop-up

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.

## 16.2 Job Fair Participation

This link allows you to review details of job fairs and events you have participated in.

1. Click the **Job Fair Participation** link from the left panel. This displays the **Job Fair Participation** screen.

Sr. No.	Job Fair / Event ID	Job Fair / Event Name	Registration Start Date/Time	Registration End Date/Time	Job Fair / Event Start Date/Time	Job Fair / Event End Date/Time	Status	Registration Confirmation/Participation Status
1	[REDACTED]	Online Quality an alyst on NCS Portal from 25th Apr '22 to 26th Apr'22	4/22/2022	4/23/2022	4/25/2022	4/26/2022	Active	<a href="#">Download</a>

**Job Fair Participation Screen**

Download link is also display on this page in front of every Job Fair for Organisation users, this link will display only till job fair is open otherwise no download link will get display on page.

By click on this link “Job Fair Name”, “Date of registration “and “Job Fair ID” will display for Organisation User and “Job Fair Name”, “Date of registration “, “Job fair ID” and Job Title will display for Non Organisation user.

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**

Job Fair ID: [REDACTED]

Job Fair Name: Online Test Job Fair on NCS Portal from 26th Jul'20 to 8th Aug'20

Organised By: Career center, Chandigarh, Chandigarh

Job Fair Venue: In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to receive interview calls.

Employer Participation Date/Time: 23rd Jul 2020 12:00 AM to 24th Jul 2020 11:59 PM

Job Seeker Participation Date/Time: 26th Jul 2020 12:00 AM to 8th Aug 2020 11:59 PM

Job Fair Description: this is a Job fair this is a Job fair this is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fairthis is a Job fair

[Proceed](#) [Close](#)

**Job Fair Details Pop-up**

- 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.



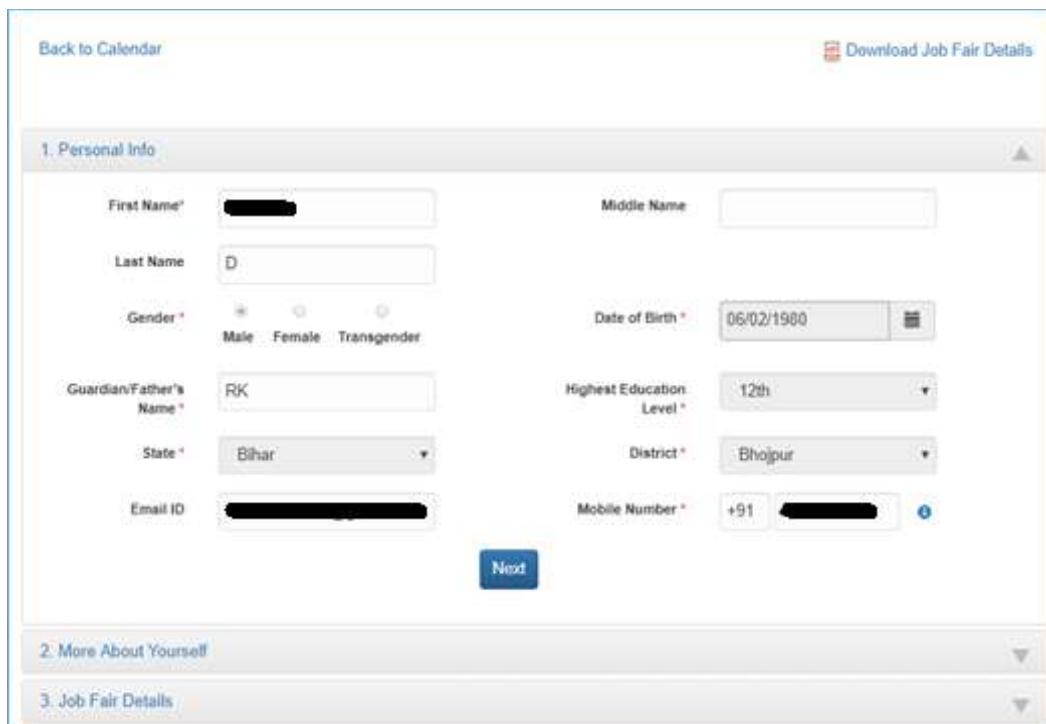
Back to Calendar Download Job Fair Details

- 1. Personal Info
- 2. More About Yourself
- 3. Job Fair Details

### Job Fair Pre-Registration Screen

- 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.



Back to Calendar Download Job Fair Details

1. Personal Info

First Name\*  Middle Name

Last Name

Gender\*  Male  Female  Transgender

Date of Birth\*

Guardian/Father's Name\*

Highest Education Level\*

State\*

District\*

Email ID

Mobile Number\*

**Next**

- 2. More About Yourself
- 3. Job Fair Details

### Job Fair Pre-Registration Screen: Personal Info Section

- 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).

Back to Calendar Download Job Fair Details

1. Personal Info ▼

2. More About Yourself ▲

**Academic Qualification**

<b>Education &amp; Training</b>	HSC (12th Class) [Science]	<b>Year of Passing</b>	May 2008
<b>Board/University</b>	ANNAMALAI UNIVERSITY, CHIDAMBARA M	<b>Institute</b>	PIMG

[+ Add More](#)

**Work Experience**

<b>Employer Name</b>	TATA AIG INSURANCE,	<b>Sector</b>	Education
<b>Designation</b>	Manager	<b>Duration</b>	1/2/1980 - 31/12/2017

[+ Add More](#)

[Next](#)

3. Job Fair Details ▼

### Job Fair Pre-Registration Screen: More About Yourself Section

- 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.



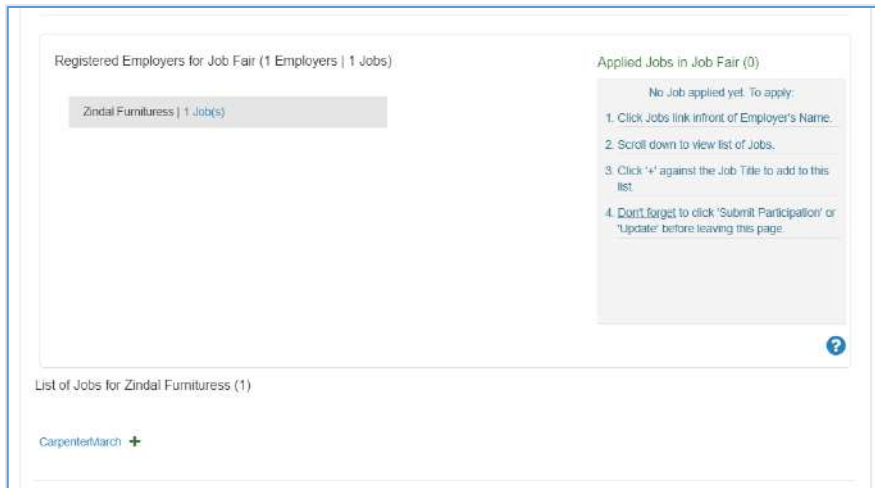


**Job Fair Pre-Registration Screen: Job Fair Details Section**

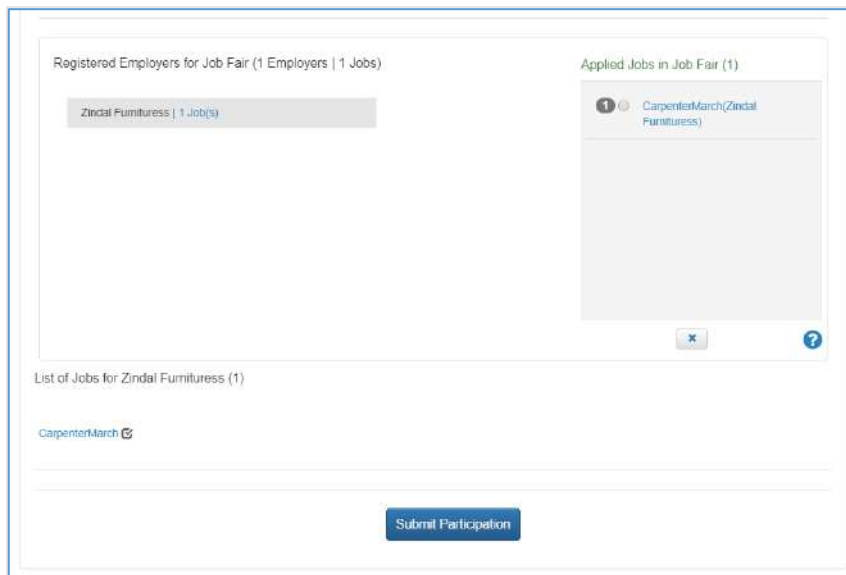
- 6. Apart from job fair details this section also displays the number of employers who have registered themselves for the said job fair along with the jobs they are offering during the said fair.
- 7. To participate in the Job Fair, you need to apply to Jobs. For this purpose, review the participating 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.



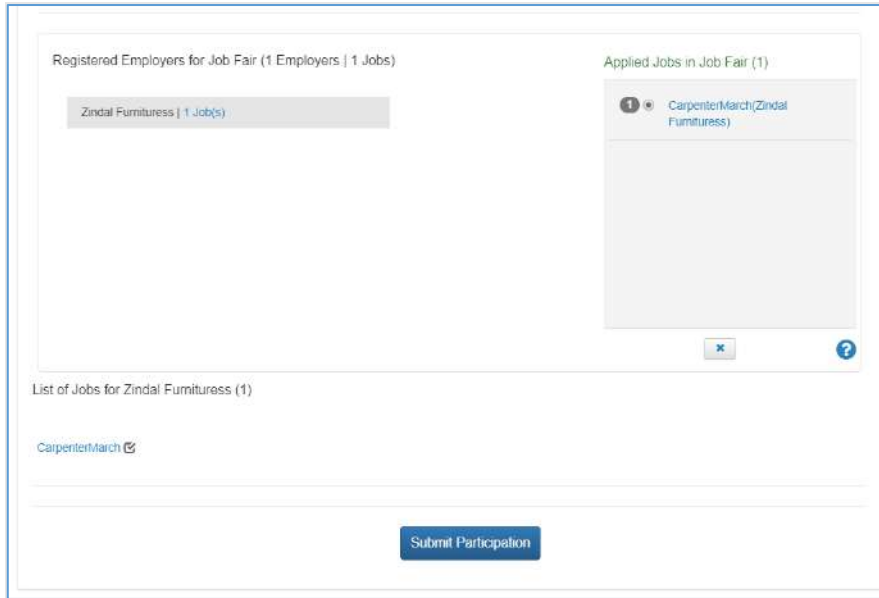
- 8. To add job to **Applied Jobs list**, click on the employer name and then click on the + icon against the job you are interested in.



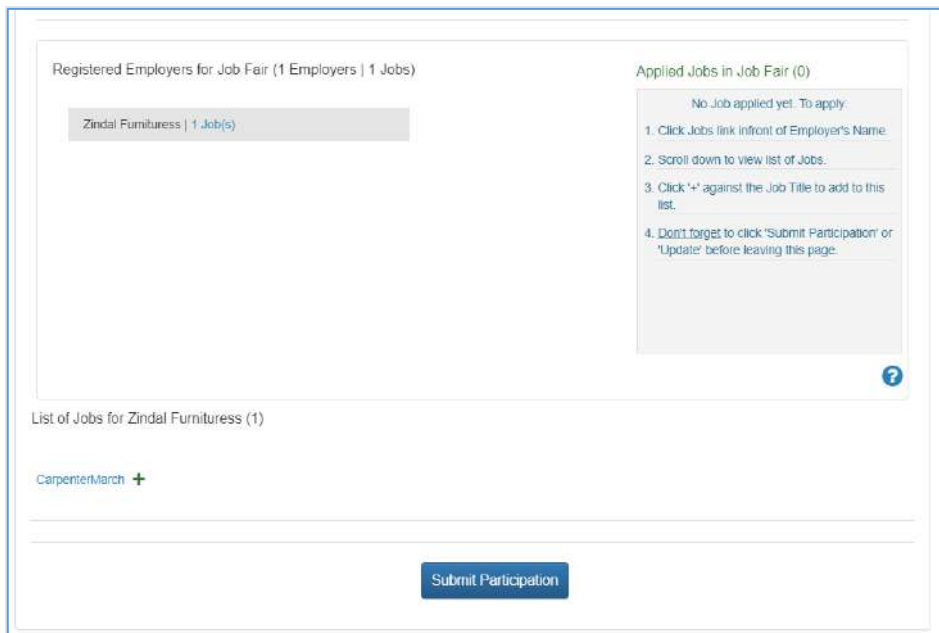
9. Selected job will get added to the list of **Applied Jobs in Job Fair**.



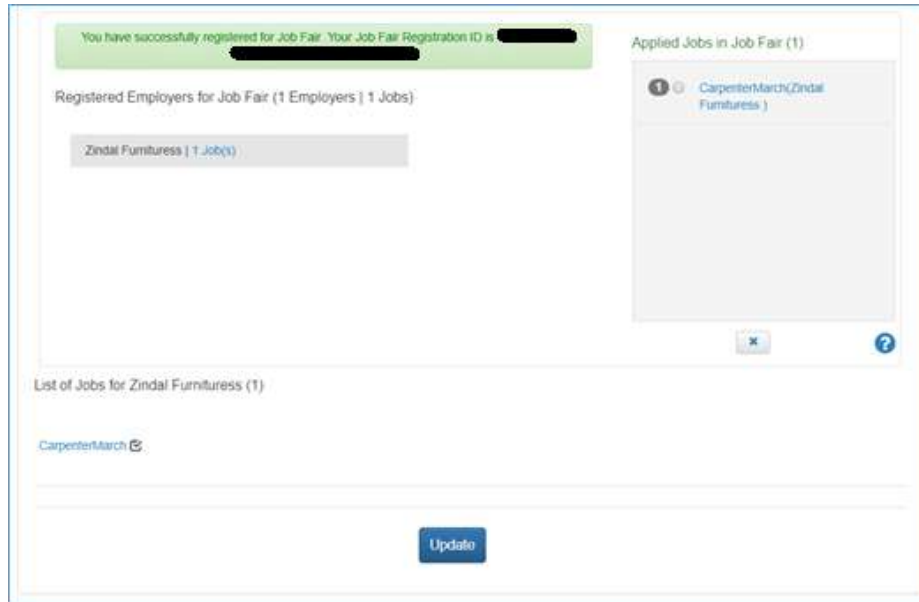
10. To delete the added job from **Applied Jobs in Job Fair** list, select the job that you want to delete and click on the 'x' button below this section.



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.



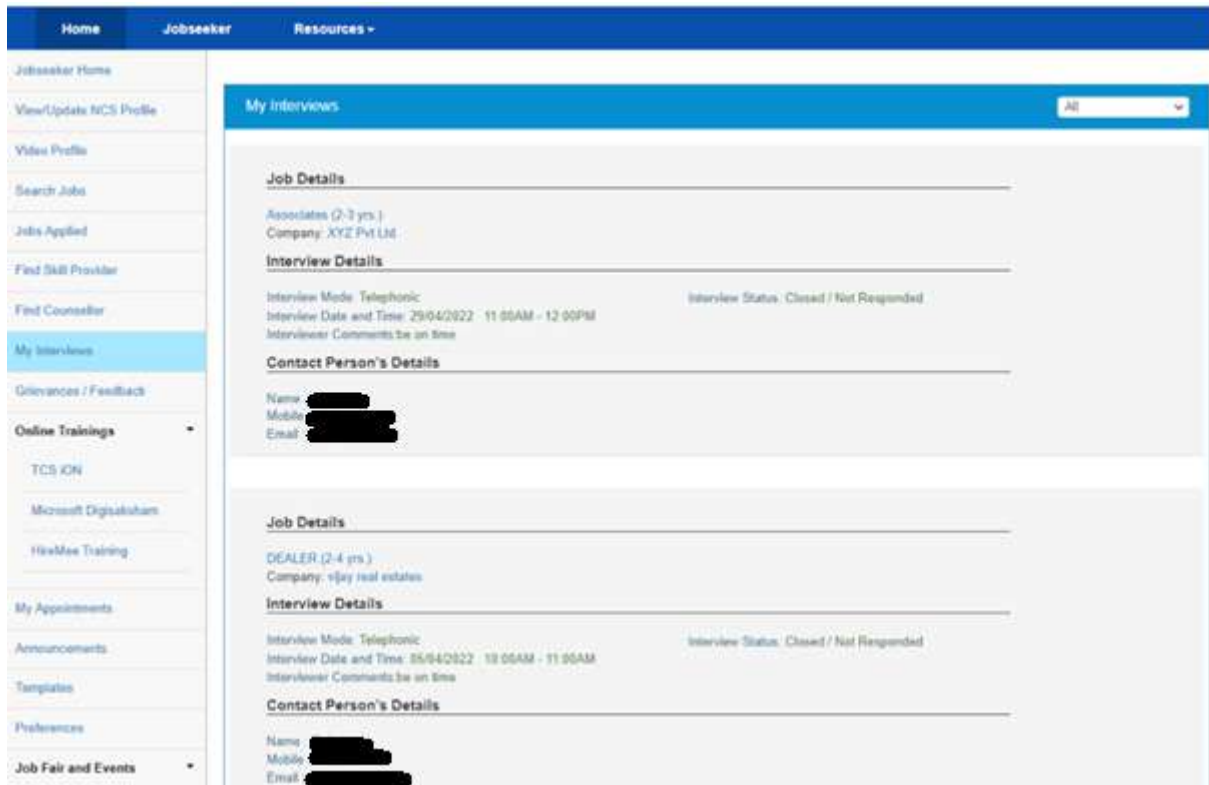
**Note:** You will not be able to participate in an online job fair unless you select at least one job from that particular job fair.

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.

### 16.3 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.



## 16.4 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.
3. Select availability check box(es) as required (**Past Event/Job Fair, Ongoing Event/Job Fair, and Upcoming Event/Job Fair**).
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).

Day	Time	Event Title	Action
Friday (May 1, 2020)	12:00am - 12:00am	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	<a href="#">Click here for details</a>
Saturday (May 2, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	<a href="#">Click here for details</a>
Sunday (May 3, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	<a href="#">Click here for details</a>
Monday (May 4, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	<a href="#">Click here for details</a>
Tuesday (May 5, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	<a href="#">Click here for details</a>
Wednesday (May 6, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	<a href="#">Click here for details</a>
Thursday (May 7, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	<a href="#">Click here for details</a>
Friday (May 8, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	<a href="#">Click here for details</a>

### Event Result List

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.

State:  District:  Industry:

Legend: ★ Event Job Fair  Past Event/Job Fair  Ongoing Event/Job Fair  Upcoming Event/Job Fair

Day	Time	Event Title	Action
Friday (May 1, 2020)	12:00am - 12:00am	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	<a href="#">Click here for details</a>
Saturday (May 2, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	<a href="#">Click here for details</a>
Sunday (May 3, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	<a href="#">Click here for details</a>
Monday (May 4, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	<a href="#">Click here for details</a>
Tuesday (May 5, 2020)	All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	<a href="#">Click here for details</a>

### Event Title and Click here for details Link

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

**Event Details** ✕

**Event ID:** ██████████

**Event Name:** Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20

**Event Venue:** 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.

**Registration Date/Time:** 16th Apr 2020 1:04 PM to 30th Apr 2020 12:00 AM

**Event Start Date/Time:** 1st May 2020 12:00 AM

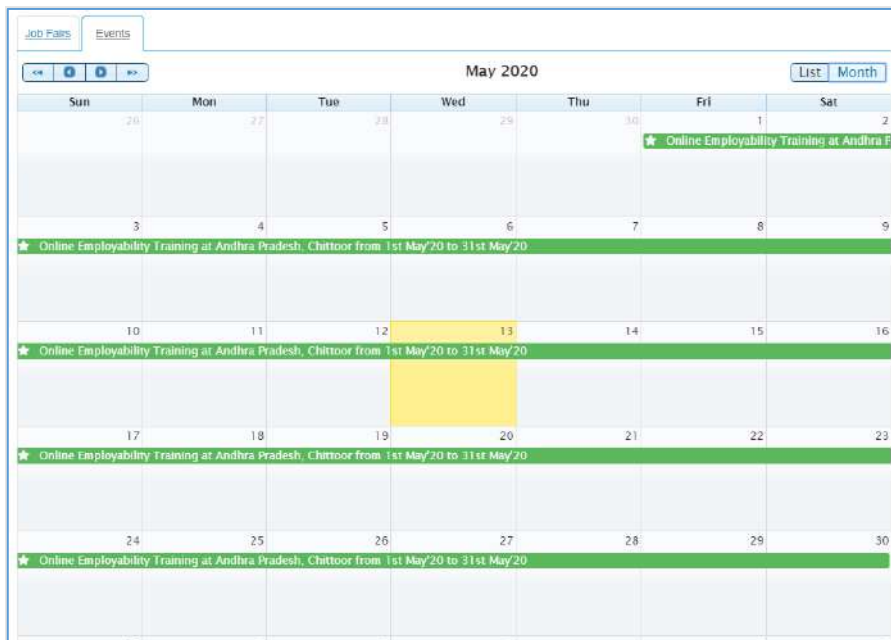
**Event End Date/Time:** 31st May 2020 12:00 AM

**Event Description:** MCC, National Institute for Career Service (NICS), is organising ONLINE Employability Training Program in association with Tata Consultancy Services. for More details please follow the link: [https://www.ncs.gov.in/Documents/Online\\_Employability\\_Training\\_TCS\\_AA\\_English.pdf](https://www.ncs.gov.in/Documents/Online_Employability_Training_TCS_AA_English.pdf).

**Event Details Pop-up**

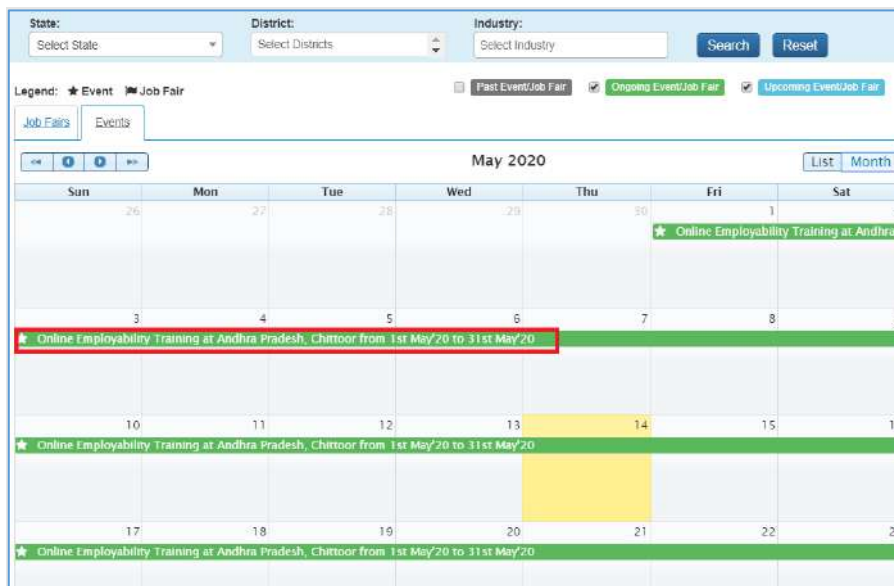
**b. In Month Format**

- 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**

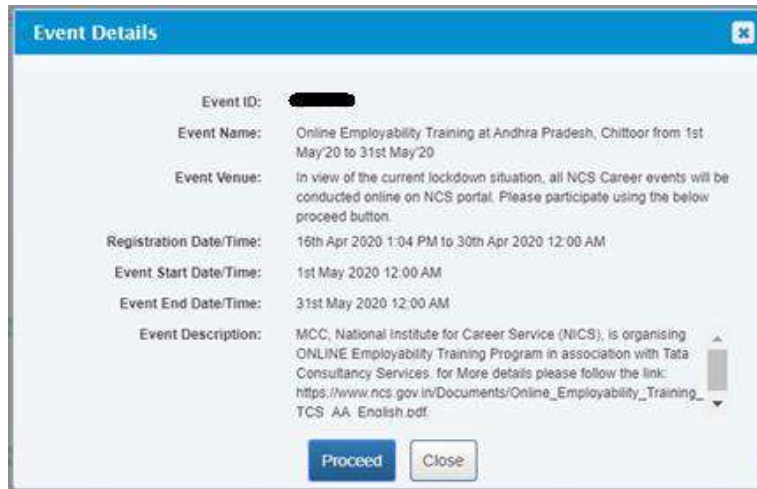
- iii. The details of the selected event display on a pop-up.



## 16.5 Participate in an Event

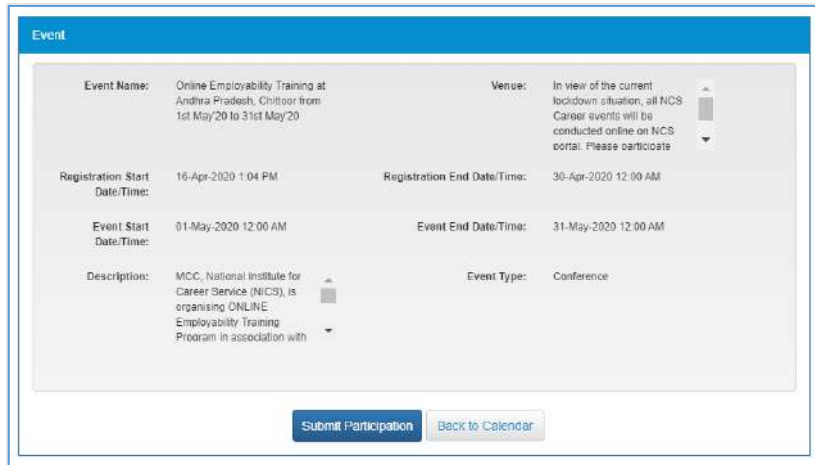
Follow these steps to participate in a particular event:

1. Ensure that the pop-up displaying details of the event you want to participate in is open.



**Event Details Pop-up**

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



**Event Pre-Registration Screen**

3. Click the **Submit Participation** button.

## 17. Profile

This link allows you to view and download your NCS profile and also enable you to print out your identity card (NCS Registration Card). You can carry your NCS Registration Card with you to various job fair and events as your short profile.

1. Click the **Profile** link from the left panel. Two additional links display.



## Profile Link Features

### 17.1 View and Download CV

This link allows you to review your complete profile and download the same if required.

1. Click the **View and Download CV** link from the left panel. The **Resume** screen displays.

The screenshot displays the 'Resume' page of the National Career Service. The page is divided into several sections:

- Personal Information:** Includes fields for 'About Myself Value', 'My Skills Value', 'Area of Interest Value', 'Name', 'Gender', 'Email ID', 'Phone', 'Martial Status', and 'Address'.
- International Opportunities Interest:** Lists 'Occupation(s)', 'Property Owner', 'Preferred Region(s)', and 'Country of Interest'.
- Experience:** A table showing 'Total Years of Experience', 'Employer Name', 'Designation', 'Start Date', 'End Date', 'Is Current Job', and 'Functional Role'.
- Education:** A table with columns for 'Highest Education Level', 'Course', 'Education', 'Specialization/Major', 'Board/University', 'Year of Passing', 'Grade/Percentage/Percentage Value', and 'Nature of Course'.
- Other Qualifications / Trainings / Courses:** A section for listing additional qualifications.
- DigitLocker verified Documents:** A section for listing verified documents.

A 'Download Profile' button is located at the bottom right of the resume content area.

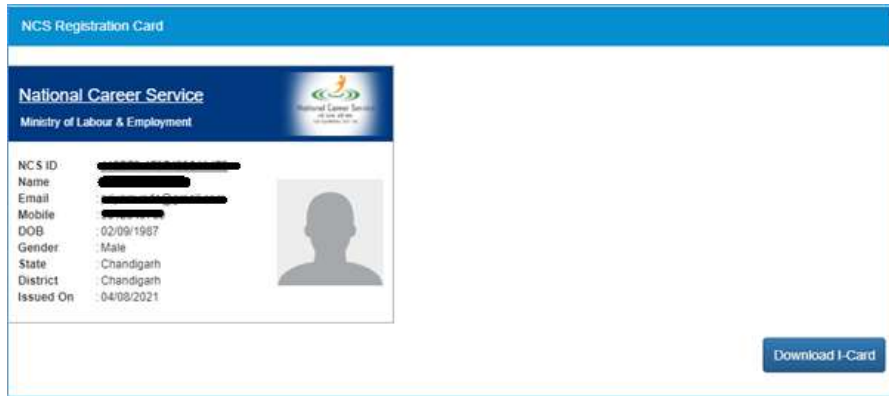
## Resume Screen

2. Review your profile and click the **Download Profile** button to download it.

### 17.2 NCS Registration Card

This link allows you to review your I-Card (short profile) and print the same if required.

1. Click the **NCS Registration Card** link from the left panel. The **NCS Registration Card** screen displays.



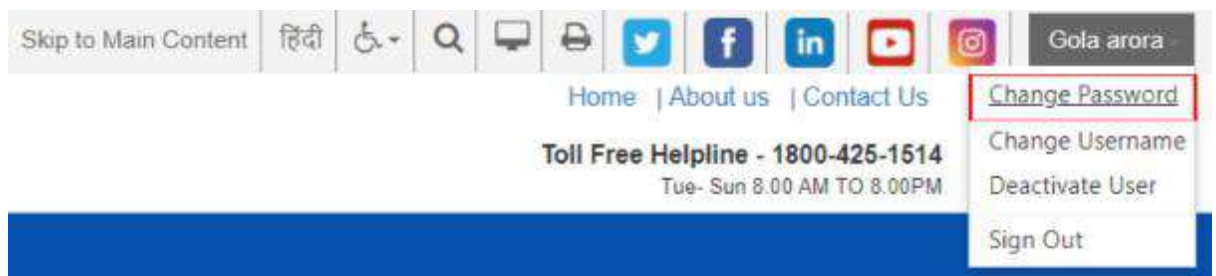
NCS Registration Card Screen

2. Click the **Download I-Card** button to download your NCS Registration Card.

Print your downloaded NCS Registration Card and use it as your short profile to introduce yourselves at various NCS job fairs, events, or in your interviews as required.

## 18. 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 the **Change Password** option from Sign-Out menu. The **Change Password** screen displays.

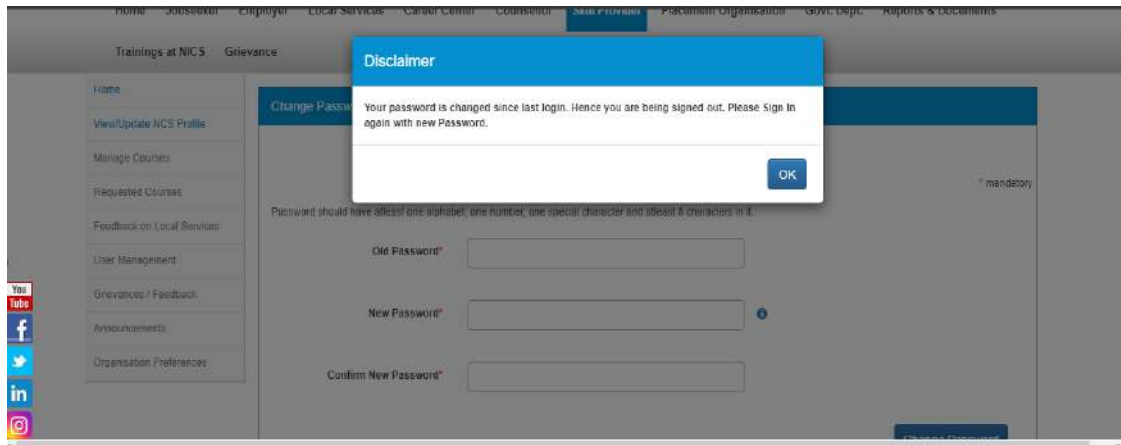
2. Enter old password
3. Enter a new password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: “pass@word1”.
4. Retype the same password for confirmation
5. Enter security code as shown in the displayed image
6. Click the **Change Password** button to update the password

## 19. Insufficient Password History Enforcement

You cannot use your last 3 passwords to reset your new password using the Forgot Password or Change Password features. In such case the portal will display a validation message that “Old and New Password cannot be same.”

## 20. User will Logout After Password Change

Now when you change the password, a pop-up will appear displaying the message: “Your password is changed since last login. Hence you are being signed out. Please Sign In again with new Password.” and the system will automatically log you out after 10 seconds.

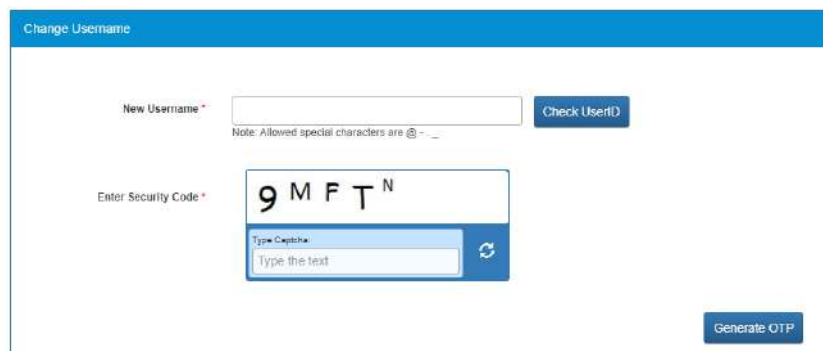


## 21. Change Username

The link “Change Username” is provided in the “Sign-out” menu and this allows user to change the Username for the NCS portal.



1. Select the **Change Username** option from the Sign-Out menu. The **Change Username** screen displays.

A screenshot of the 'Change Username' form. The form has a blue header with the title 'Change Username'. It contains a 'New Username' input field with a 'Check UserID' button to its right. Below this is a note: "Note: Allowed special characters are @ - \_". The 'Enter Security Code' section features a CAPTCHA image with the characters '9 M F T N' and a 'Type Captcha' input field with a refresh button. At the bottom right of the form is a 'Generate OTP' button.

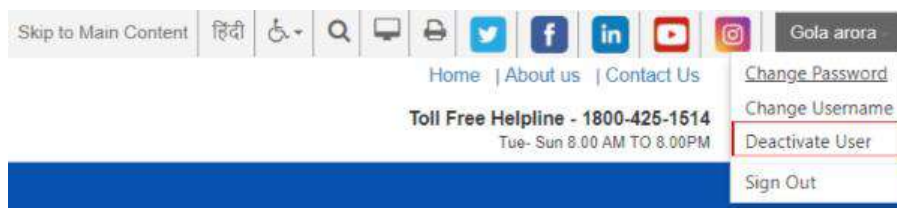
2. Enter the new Username

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

## 22. Deactivate User

User can now deactivate themselves from the NCS portal. As soon as a user deactivates themselves from the portal, they will be unregistered from the portal. User will be asked to enter the OTP they receive and provide the reason for their deactivation.

1. Select **Deactivate User** from **Sign Out** menu



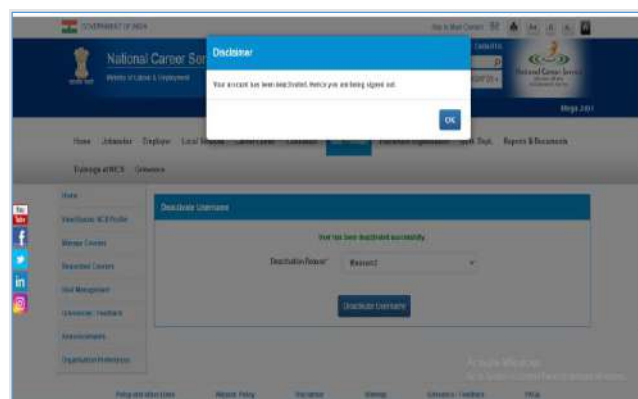
**Deactivate User**

User Name\*

Password\*

[Validate](#)

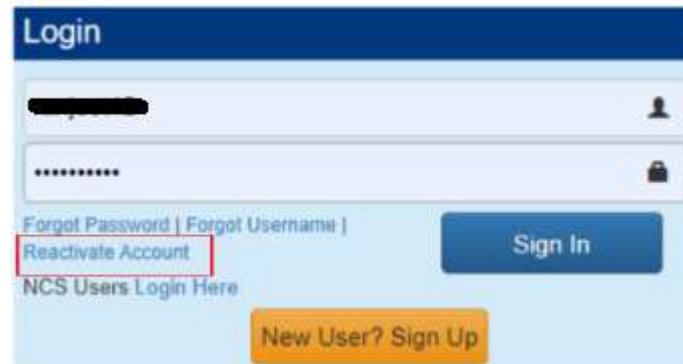
2. Enter **Username** and **Password** and then click the **Validate** button
3. Enter OTP received on the registered mobile number
4. User will be deactivated and signed out from the portal



## 23. Reactivate Account

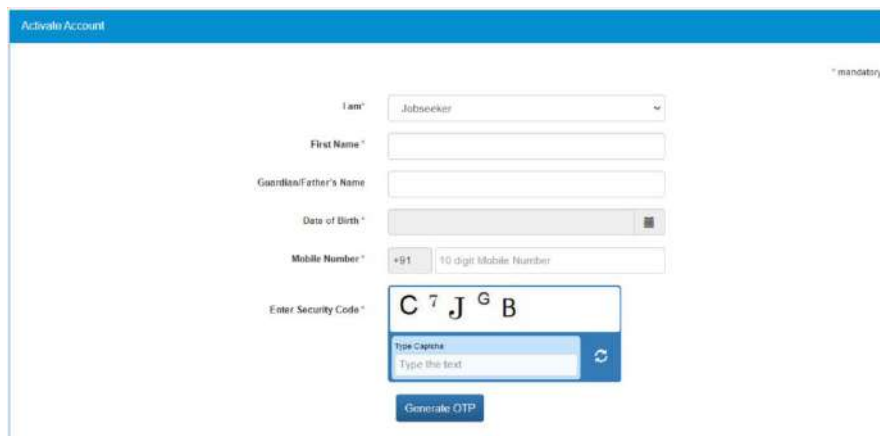
NCS users can now reactivate themselves once they are deactivated on NCS Portal. A functionality to Reactivate Account is available on Home Page.

1. Click the **Reactivate Account** link that displays below the **Login** control



The screenshot shows the 'Login' page of the NCS Portal. It features a username field, a password field, and a 'Sign In' button. Below the password field, there are links for 'Forgot Password | Forgot Username |' and 'Reactivate Account'. The 'Reactivate Account' link is highlighted with a red box. At the bottom, there is a 'New User? Sign Up' button.

2. Select **Jobseeker** from the “I am” drop-down list
3. Enter **First Name**
4. Enter **Date of Birth**
5. Enter **Mobile Number**
6. Enter **Security Code**
7. Click **Generate OTP**
8. Enter OTP and click **Submit OTP**
9. A message is sent with new Username and Password on registered mobile number of the user



The screenshot shows the 'Activate Account' form. It includes a dropdown menu for 'I am' (set to 'Jobseeker'), text input fields for 'First Name', 'Guardian/Father's Name', and 'Date of Birth', a 'Mobile Number' field with a '+91' prefix and a '10 digit Mobile Number' label, and a 'Enter Security Code' field with a CAPTCHA image 'C 7 J G B'. A 'Generate OTP' button is located at the bottom of the form.

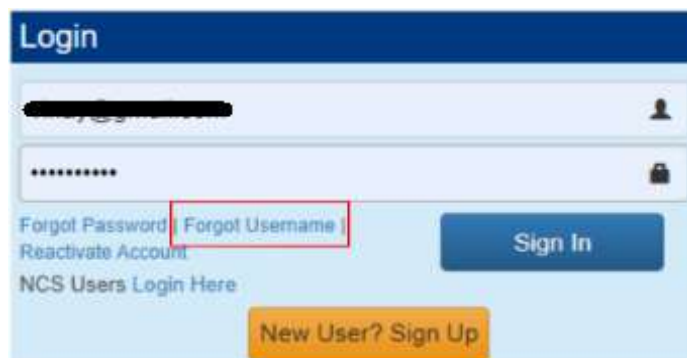
10. Click the **Click here** link
11. Enter Username and Password and then click **Login** with new Username and Password



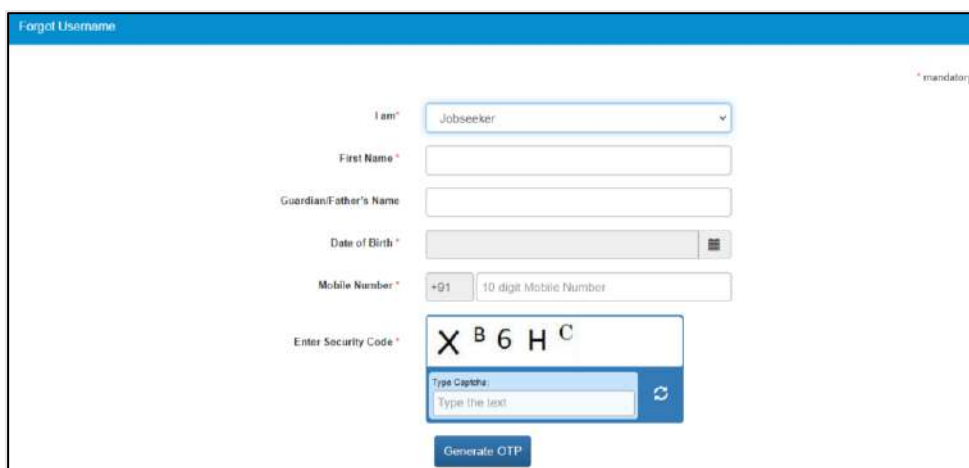
The screenshot shows a confirmation message in a blue-bordered box. The message reads: 'Dear user, Your account has been activated. An SMS having account credentials has been shared on your mobile. Click here to login.'

## 24. 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 Jobseeker option from the I am drop-down list



3. Select Organisation Type as Proprietorship or Autonomous/Others
4. Enter following details for the selected organisation:
  - a. For Proprietorship type of organisation enter: Proprietor's PAN, Proprietor's DOB (As in PAN Card), Mobile Number, and the security code that displays
  - b. For Autonomous/Others type of organisation enter: Organisation PAN, Year of Incorporation, Mobile Number, and the security code that displays
5. Click the Generate OTP button
6. An OTP is generated and will be sent to your registered mobile number
7. Enter the OTP you receive
8. Click the Submit button
9. The system will retrieve your Username and display it.

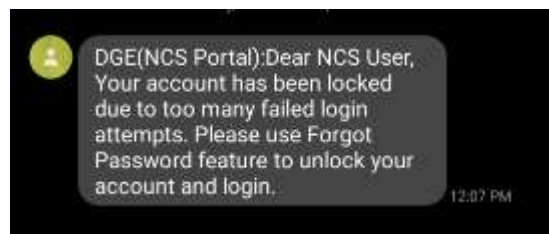
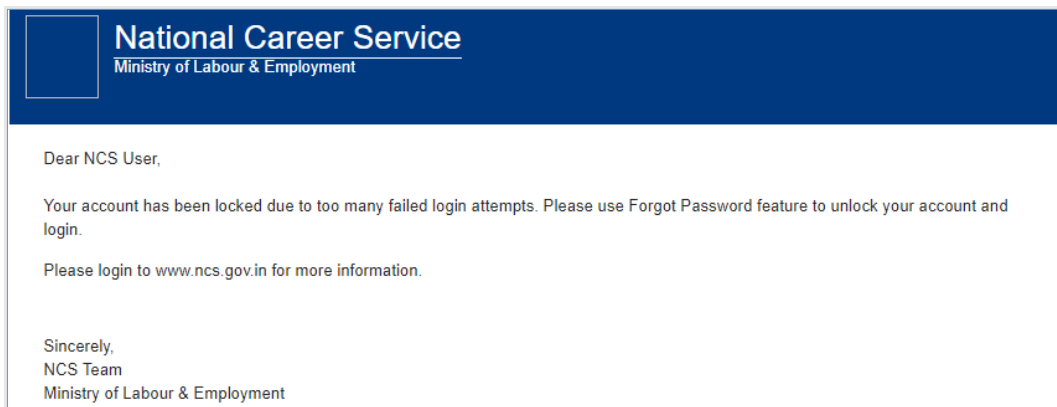


## 25. Validate Message on Incorrect Username and Password.

On entering incorrect User Name or Password, you will get a validation message that reads: “Username or Password is incorrect. Please try again”.



After 5 incorrect attempts you will get a message on your registered mobile number and an email on your registered email id stating: “Your account has been locked due to too many failed login attempts. Please use Forgot Password feature to unlock your account and login”.



## 26. Reports and Documents

This link allows you to search for and view Reports and Documents.

1. Click **Resources** from the Top Navigation.
2. Click the **Reports and Documents** option from the menu.

## 26.1 MIS Reports

This link allows you to search for and view published MIS reports. Reports can be searched on the basis of category, name, year and state.

1. Click **MIS Reports** link from the left panel. This displays the **Reports** screen.

The screenshot shows the 'Reports' screen with a search form. The form includes a 'Report Category' dropdown menu currently set to '-Select-'. The left sidebar contains a menu with 'MIS Reports' selected. A note at the top states: 'Note: As per the Data Cleansing activity conducted on 1st Aug 19, a number of NCS Users have been archived from the system. These users will not be listed in any Post Data Cleansing Reports. Further, some users will be archived on monthly basis as per the Archival Policy of NCS and data w.r.t Active and Approved users will be reflected in all Post Data Cleansing Reports. With effect from 30th Jun 19, Employer reports will consist of data only w.r.t PAN Verified Employers.'

### MIS Reports Screen

2. Select the category of the report from the drop-down list
3. Select the name of the report from the drop-down list
4. Select the year from the drop-down list
5. 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.

The screenshot shows the 'Reports' screen with search filters applied. The 'Report Category' is 'Jobseeker Reports', 'Report Name' is 'Job Seeker Registration -Caste Category - State wise', 'Year' is '2018-19 (Pre Data Cleansing)', and 'State' is 'BIHAR'. Below the filters is a table titled 'Available Reports'.

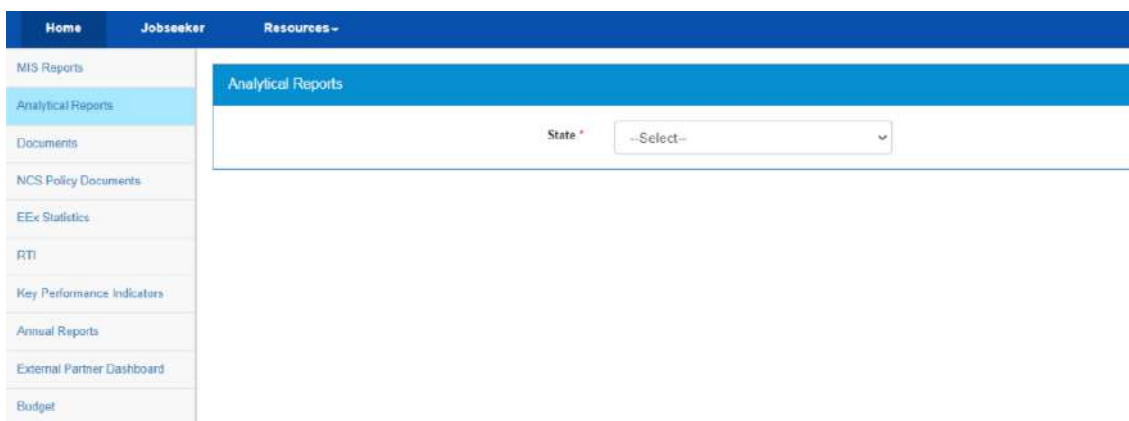
Sr.No.	File Name	File Type	File Size	Published Date
1	Job Seeker Registration - Caste Category - Bihar -2018-19.xlsx	xlsx	36.34 KB	01/10/2018 12:18 PM
2	Job Seeker Registration - Caste Category - Bihar -2018-19.html	html	292.42 KB	01/10/2018 12:18 PM

### Available Reports

## 26.2 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 **Analytical Reports** link from the left panel. This displays the **Analytical Reports** screen.

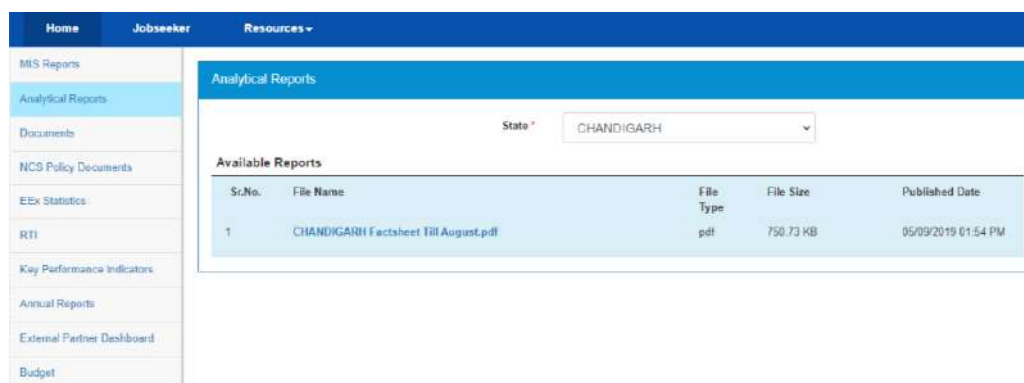


The screenshot shows the 'Analytical Reports' screen. On the left is a navigation menu with items: MIS Reports, Analytical Reports (highlighted), Documents, NCS Policy Documents, EEx Statistics, RTI, Key Performance Indicators, Annual Reports, External Partner Dashboard, and Budget. The main content area has a blue header 'Analytical Reports' and a search form with a 'State' dropdown menu currently set to '--Select--'.

### 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.



The screenshot shows the 'Analytical Reports' screen with the 'State' dropdown menu set to 'CHANDIGARH'. Below the search form is a table titled 'Available Reports'.

Sr.No.	File Name	File Type	File Size	Published Date
1	CHANDIGARH Factsheet Till August.pdf	pdf	750.73 KB	05/09/2019 01:54 PM

### Available Reports

## 26.3 Documents

This link allows you to view documents related to the NCS portal.

1. Click **Documents** link from the left panel. This displays the **Documents** screen.

File Name	File Size	File Type	Effective Date
Book of NCS launched as part of Aardh ka Amrit Mahotsav.pdf	4.71 MB	PDF (Portable Document Format)	3/7/2022 4:15 PM

### Documents Screen

2. Click the desired link to view the listed documents.

## 26.4 NCS Policy Documents

This link allows you to view documents related to various NCS policies.

1. Click **NCS Policy Documents** link from the left panel. This displays the **Policy Documents** screen.

File Name	File Size	File Type	Effective Date
Caroor Centre guidelines 18 Dec 2014 Final.v3.pdf	undefined	PDF (Portable Document Format)	undefined
NCS Interlinking Scheme Guidelines_24.05.2016.pdf	undefined	PDF (Portable Document Format)	undefined
NCS Onboarding Policy_07Jan2016.pdf	undefined	PDF (Portable Document Format)	undefined
NCS_Policy_for_Counsellors-27-05-2016_Final.pdf	undefined	PDF (Portable Document Format)	undefined

### Policy Documents Screen

2. Click the required link to view the listed NCS policies.

## 26.5 EEx Statistics

This link allows you to view EEx Statistics related to the NCS Portal.

1. Click **EEx Statistics** link from the left panel. This displays the list of related documents.

Home	Jobseeker	Resources -
MIS Reports		
Analytical Reports		
Documents		
NCS Policy Documents		
<b>EEx Statistics</b>		
RTI		
Key Performance Indicators		
Annual Reports		
External Partner Dashboard		
Budget		

File Name	File Size	File Type	Effective Date
Employment exchange statistics.pdf	978.34 KB	PDF (Portable Document Format)	8/19/2016 3:22 PM

### EEx Statistics Screen

#### 26.6 RTI

This link allows you to file an RTI for your query regarding the ministry.

1. Click **RTI** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external link (ministry website) or not.
2. If you click the **Continue** button, you are navigated to the <http://www.labour.nic.in/applications-and-appeals> page where you can file an RTI.

#### 26.7 Key Performance Indicators

This link allows you to view key performance indicators.

1. Click **Key Performance Indicators** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/rfd>.

#### 26.8 Annual Reports

This link allows you to navigate to an external website where you can review annual reports.

1. Click **Annual Reports** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/annual-reports>.

#### 26.9 External Partner Dashboard

This link allows you to navigate to an external website where you can review annual reports. Access to dashboard is for limited users only.

## 26.10 Budget

This link allows you to navigate to an external website where you can review annual reports.

1. Click **Budget** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.
2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.gov.in/budget>.

# 27. 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.

## 27.1 DigiLocker for NCS Portal Users

The NCS portal is integrated with the DigiLocker service allowing you to upload and download your documents from within the NCS portal.

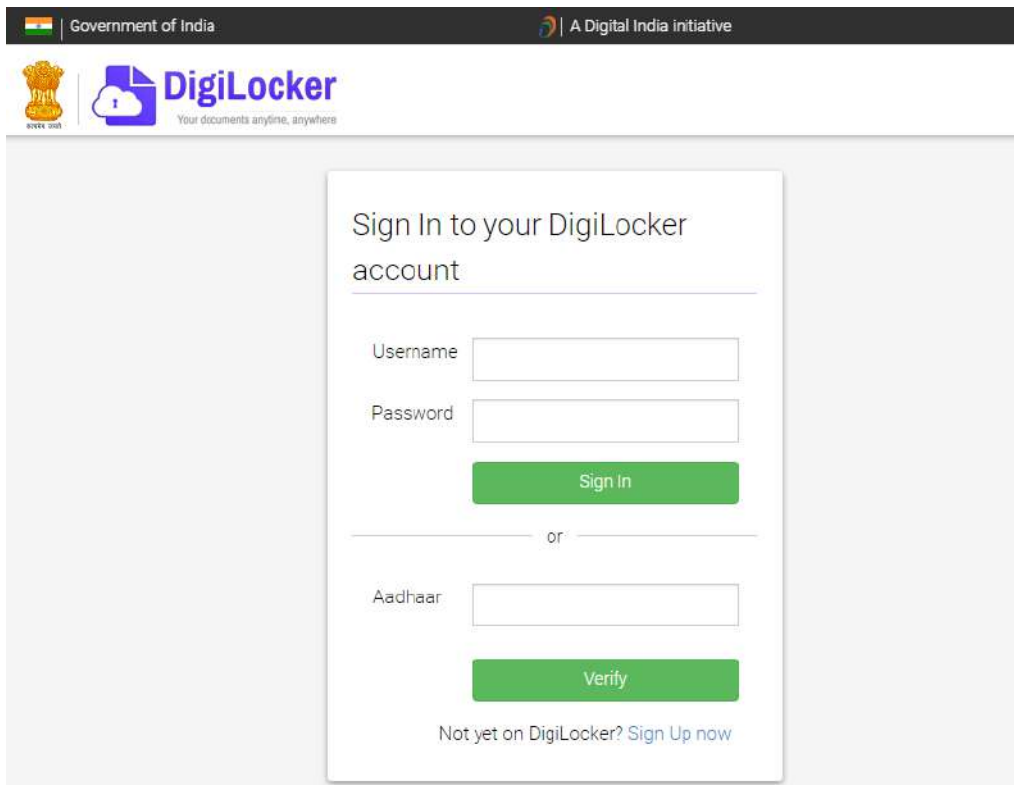
However, if you are a registered NCS portal user but do not have an existing DigiLocker account, then you can create a DigiLocker account for yourself. [Click here](#) to know more.

As a registered NCS portal user, you can access your DigiLocker account from the portal itself, if you already have a DigiLocker account. [Click here](#) to know more.

## 27.2 Create a DigiLocker Account

Follow these steps to get yourself registered with DigiLocker if you do not have a DigiLocker account as of now:

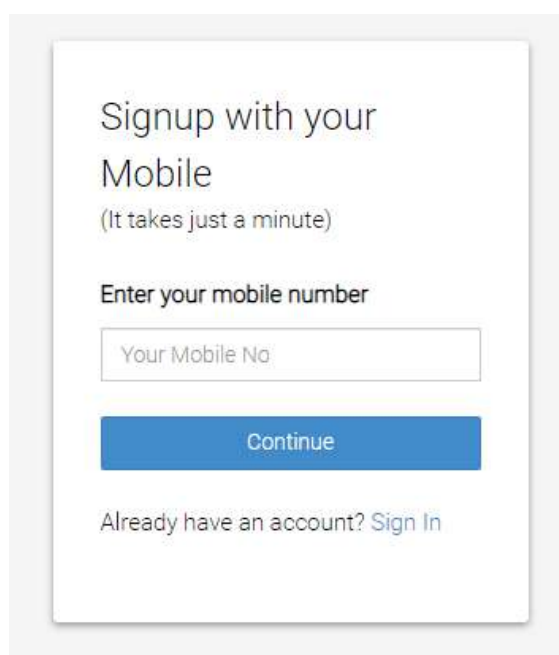
1. Click the **DigiLocker connect** link. The NCS portal navigates you to the DigiLocker site displaying this screen.



### DigiLocker Sign In 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:



### Signup Screen

3. Enter your mobile number and then click the **Continue** button. The following screen displays:

Signup with your  
Mobile  
(It takes just a minute)

Enter your mobile number

Enter OTP received on your mobile

Verify

14s

#### Enter OTP

- 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.

Government of India | A Digital India initiative

**DigiLocker**  
Your documents anytime, anywhere

Just one more step to complete the sign up...

Create Username and Password for your DigiLocker account.

Set your username

Set your password

Signup

#### DigiLocker Signup Credentials Screen

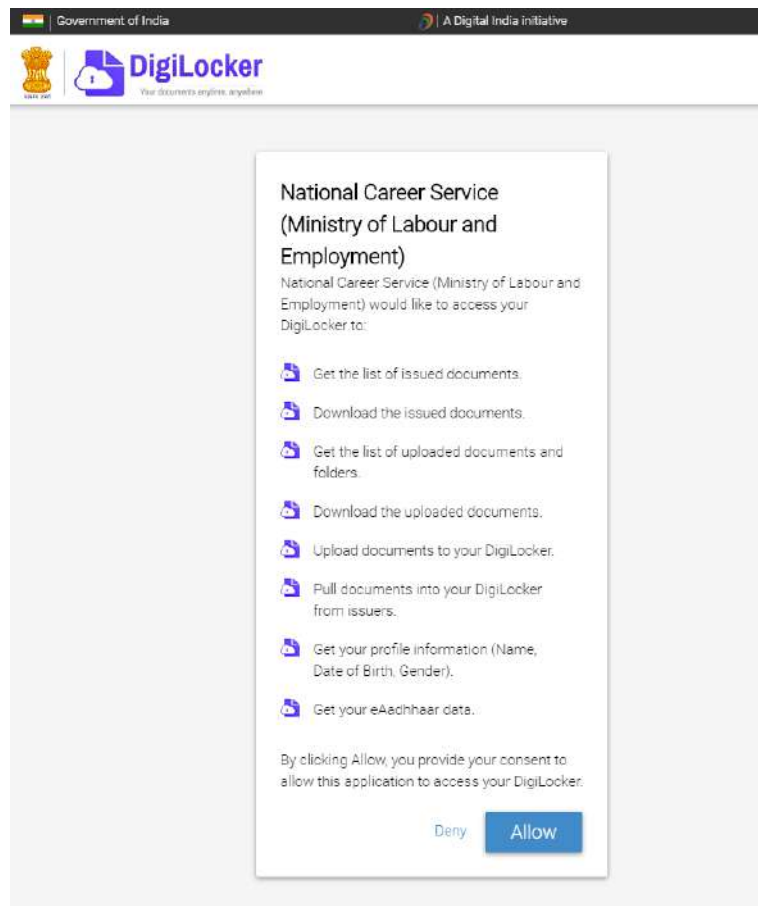
- Enter your username and password in the said fields and then click the **Signup** button. The following screen displays:





### 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.

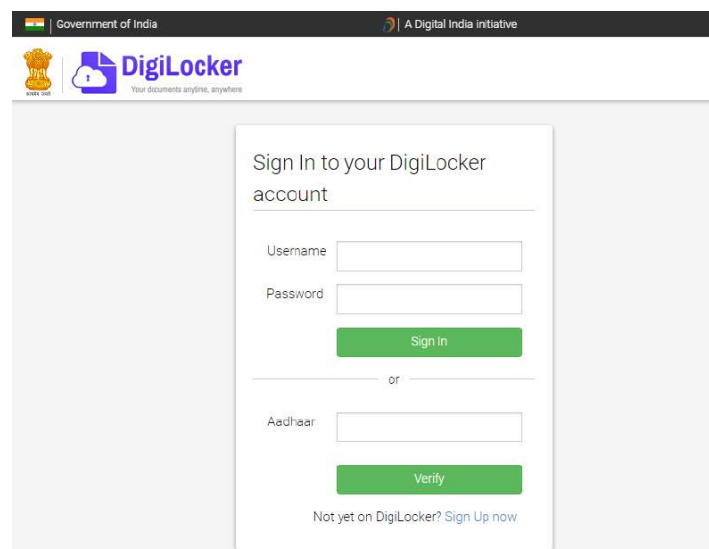
As you are now registered with DigiLocker the **DigiLocker connect** link label is changed to **Upload**. This indicates that your NCS and DigiLocker accounts are now connected. You can now upload your documents to DigiLocker application directly from the NCS portal.

### 27.3 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:

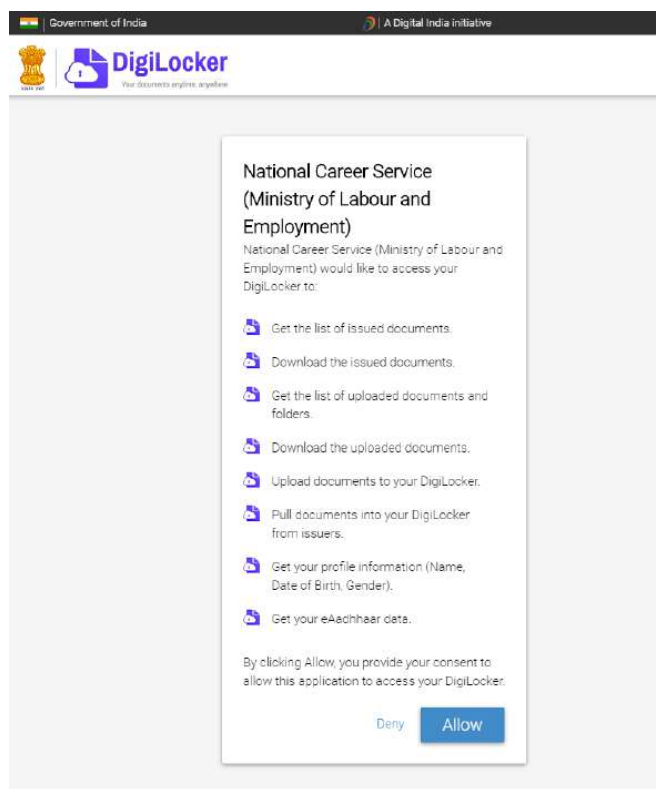
1. Click the **DigiLocker connect** link. The NCS portal navigates you to the DigiLocker site displaying this screen.



**DigiLocker 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.

## 27.4 Adding Documents to DigiLocker

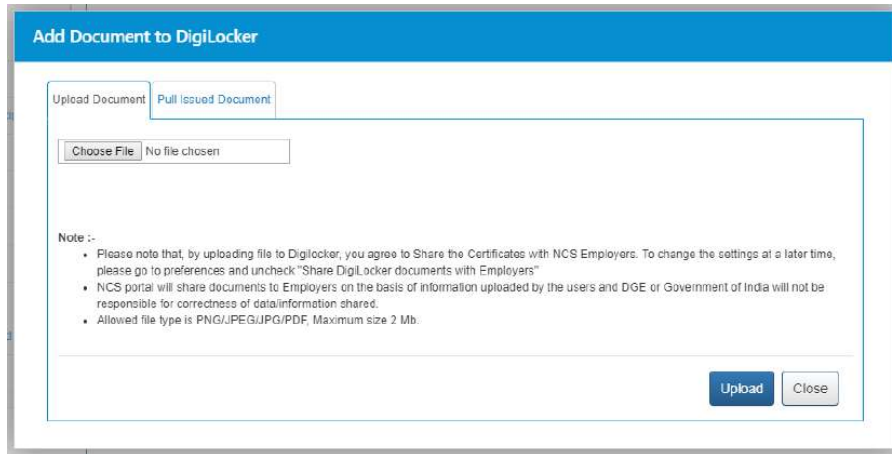
As a registered DigiLocker user, you can add your documents (certificates, mark sheets, identification documents, etc.) to this online service from the NCS portal.

There are two ways to add documents to the DigiLocker: upload documents and pull issued documents from various issuing agencies.

### 27.4.1 Upload Documents

Follow these steps to upload your documents to DigiLocker:

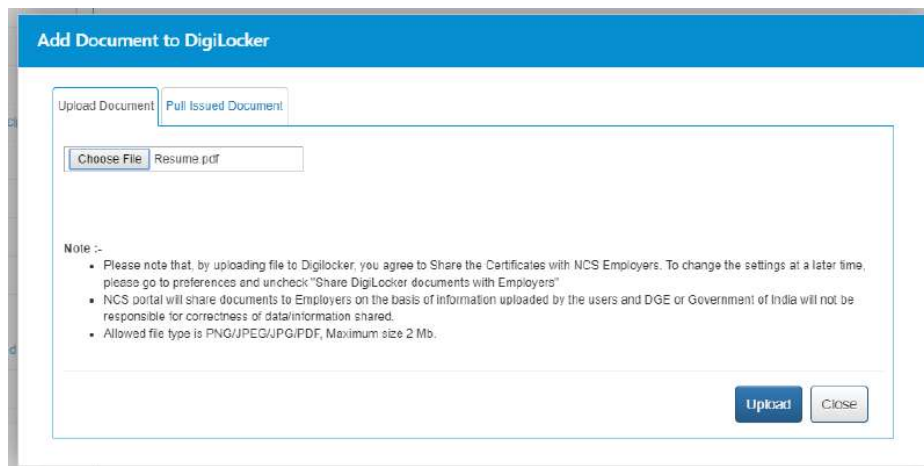
1. Click the **Upload** link. The **Add Document to DigiLocker** pop-up displays. There are two tabs on the pop-up, ensure that the **Upload Document tab** is selected.



### Upload Document Tab

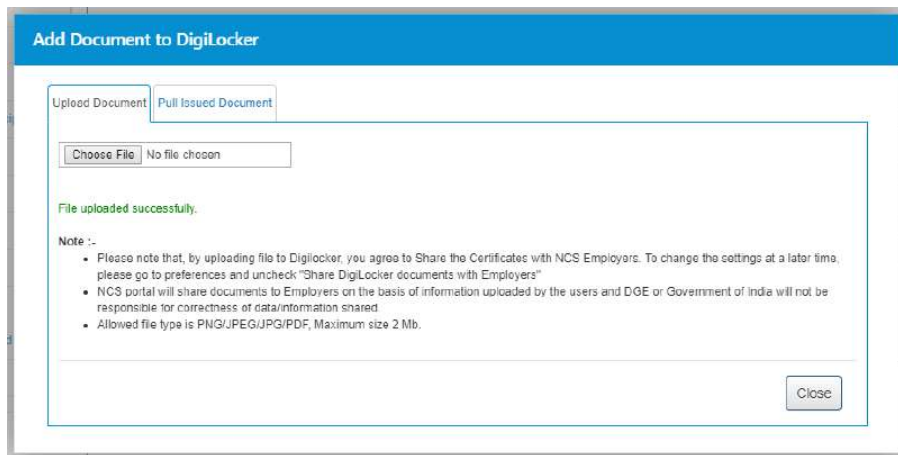
**Note:** The feature (**Pull Issued Document tab** on the **Add Document to DigiLocker** pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else, wherever an issue document is not required the **Add Document to DigiLocker** 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.



### Select File

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.



### 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.

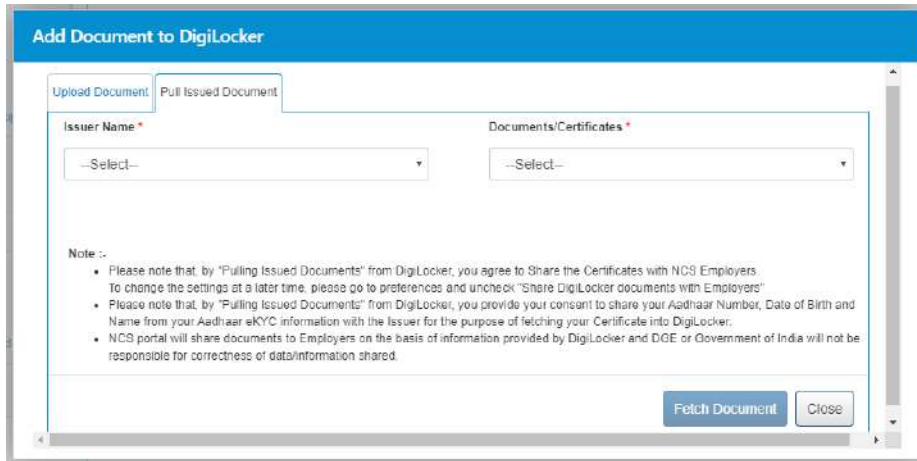
#### 27.4.2 Pull Issued Documents

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:

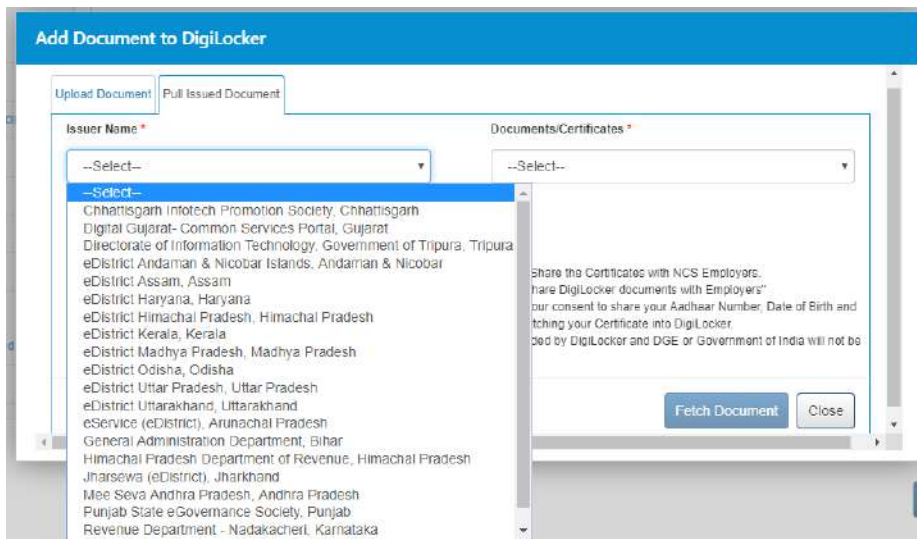
1. Click the **Upload** link. The **Add Document to DigiLocker** pop-up displays. There are two tabs on the pop-up, ensure that the **Pull Issued Document tab** is selected.



### 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.

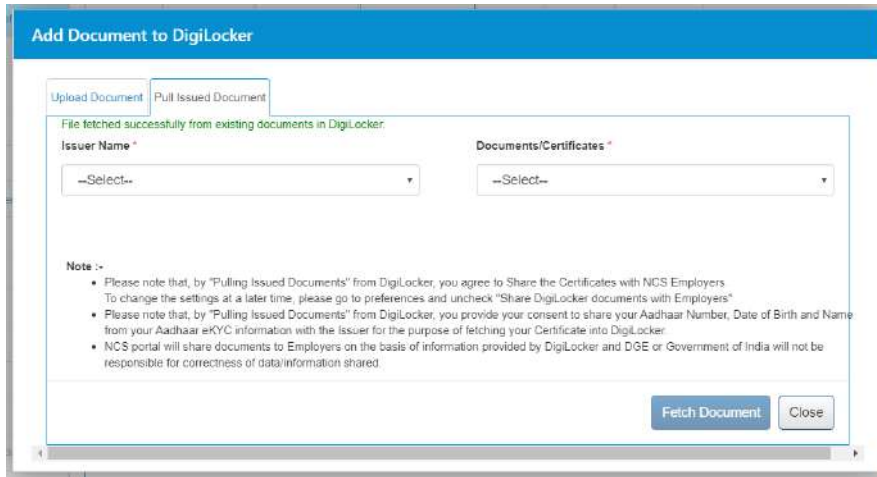
### Select Issued Document

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.

### Enter Details

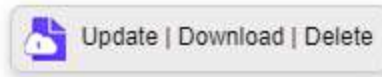
5. Click the **Fetch Document** button. The **Pull Issued Document** tab displays a success message as displayed here:



### 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.

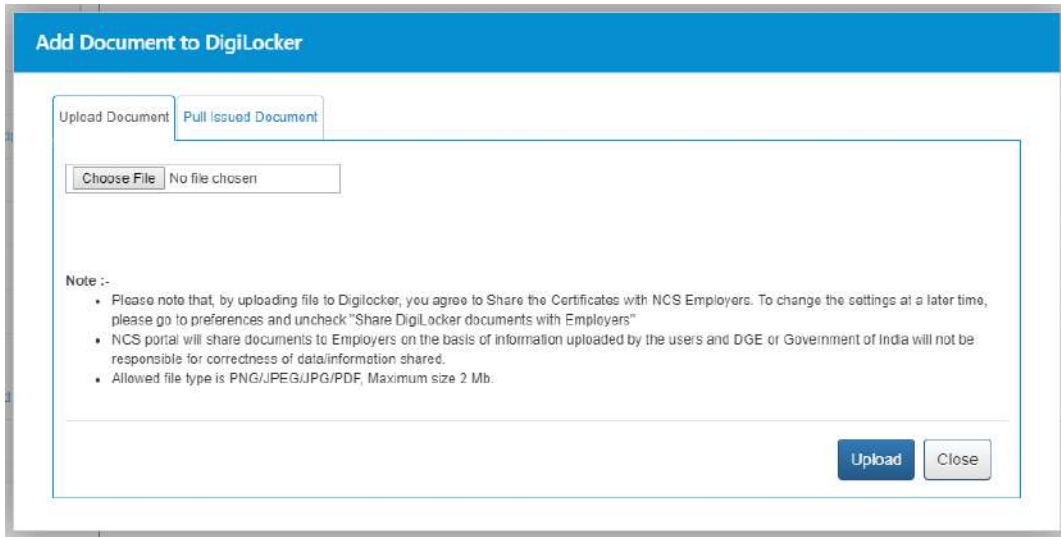
## 27.5 Updating Existing Documents on DigiLocker

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.

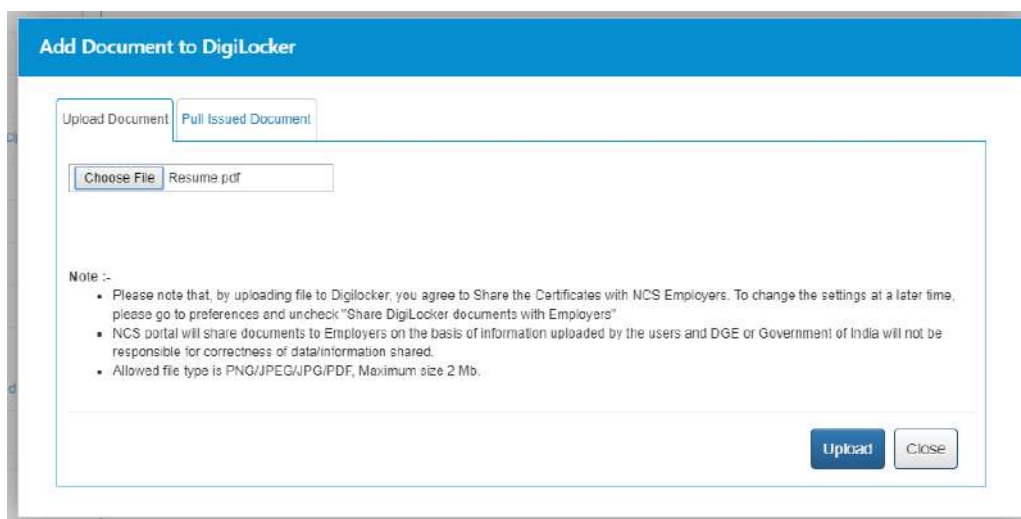




### Upload Document Tab

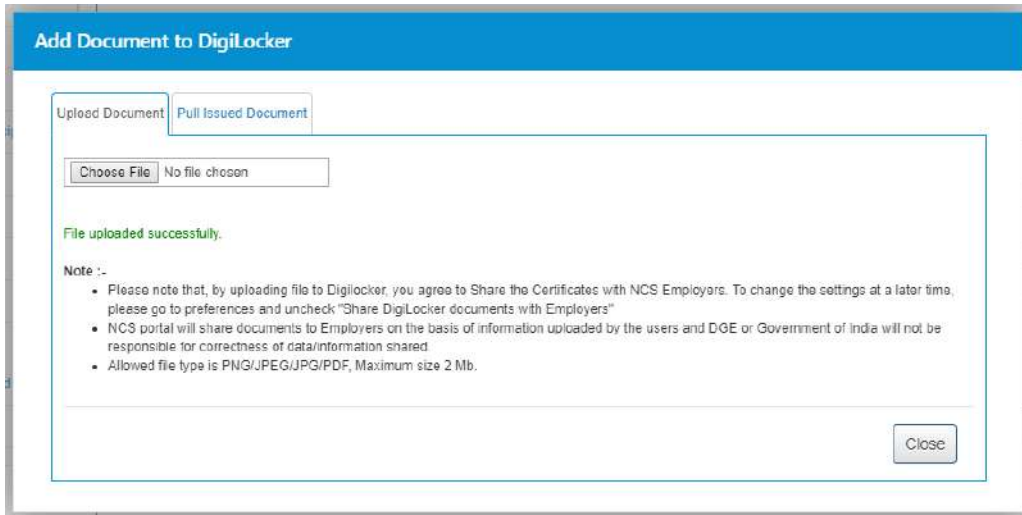
**Note:** The feature (**Pull Issued Document tab** on the **Add Document to DigiLocker** pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else, wherever an issue document is not required the **Add Document to DigiLocker** 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.



### Select File

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.

The previously uploaded document to DigiLocker is now replaced with the new document; you just uploaded using the **Update** link.

### 27.6 Downloading Documents from DigiLocker

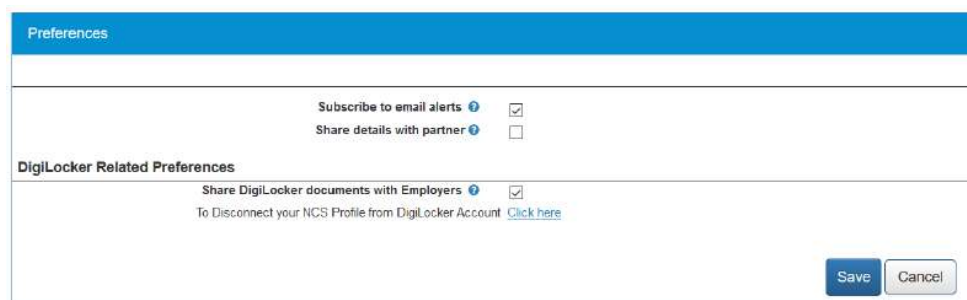
Follow these steps to download your documents from DigiLocker:

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.

### 27.7 Disconnecting from DigiLocker

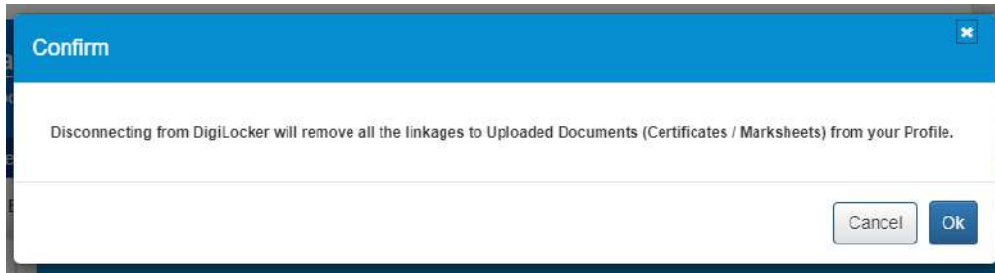
You can disassociate your NCS portal account from your DigiLocker account anytime you want. Doing this, you will not be able to access documents already uploaded to DigiLocker.

1. Access the **Preferences** screen.



### Preferences Screen

2. Click the **Click here** link. The **Confirm** pop-up displays.



**Confirm Pop-up**

3. Click the **Ok** button.

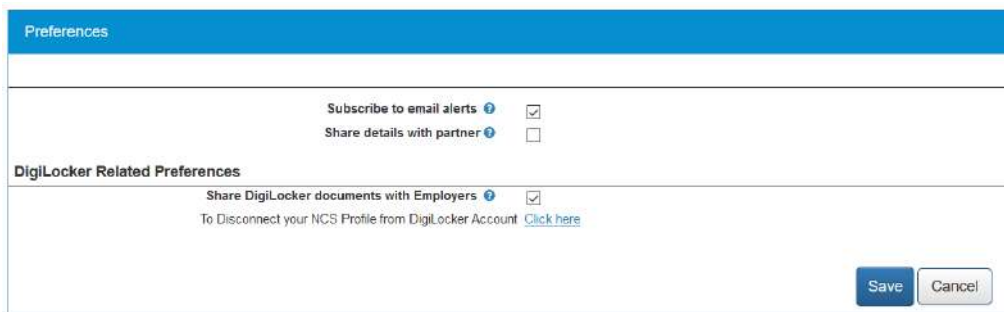
Your accounts are now disconnected. This means you can no longer access documents uploaded to DigiLocker from the NCS portal.

**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.

## 27.8 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.



**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.