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 Exchangesin the districts of our state which are established by The Director General of Employment, Ministry of Labour & Employment, Government of Indiathrough 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 Polytechnicsof 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 mobilizethe 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 districtsin order to connect the students of the polytechnics and the job seekers of their vicinity with various Organizations and Industries, for providingSkillOriented 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 Employersof 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.

                                        For COMMISSIONER 05/01/23.

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

S.no	Location of MCC	Nodal DEO	Contact No:	e-Mail ID
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	Smt.K.Sudha, DEO (T&U), Visakhapatnam	9849231520	tc.visakapatnam@gmail.com
7.	Anakapalli			
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	deonelloredee@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

User Manual – JOBSEEKER

Released on – 17TH/MAY/2022

Contents

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.
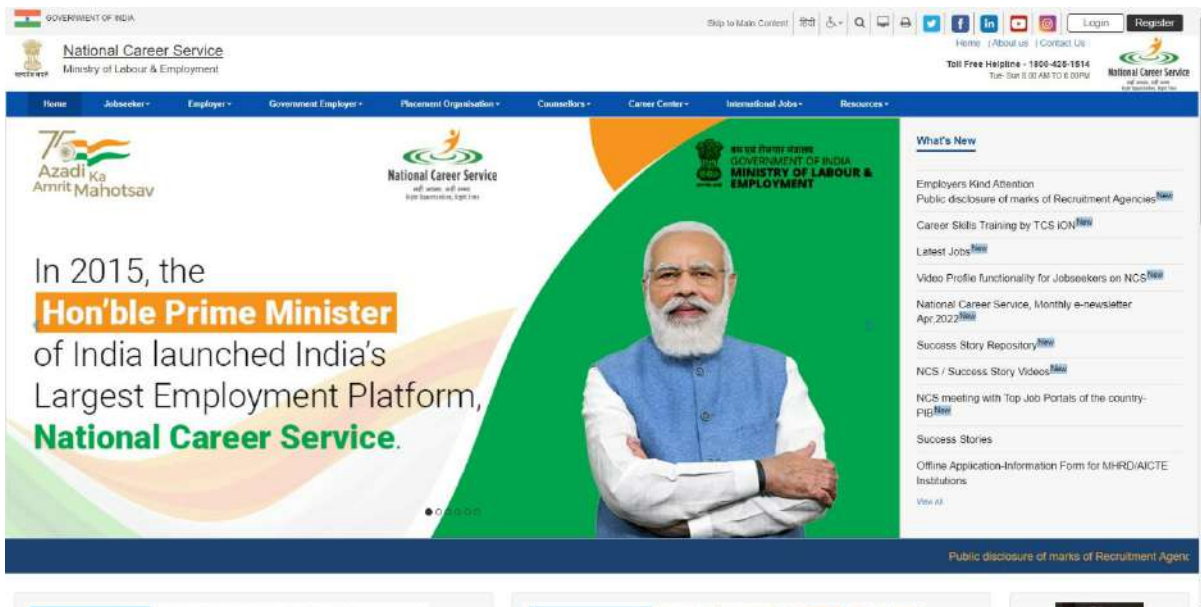
NCS Portal Home Page

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.

Register As Screen

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

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).

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.

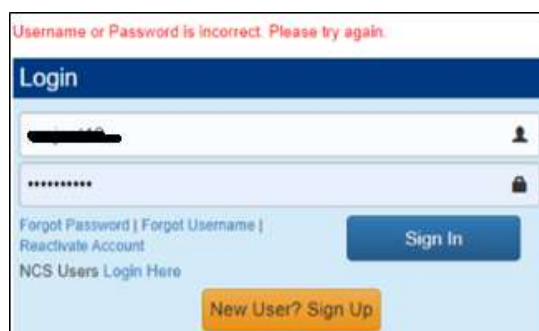

Successful Registration Notification

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.

Jobseeker Profile Fields	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.
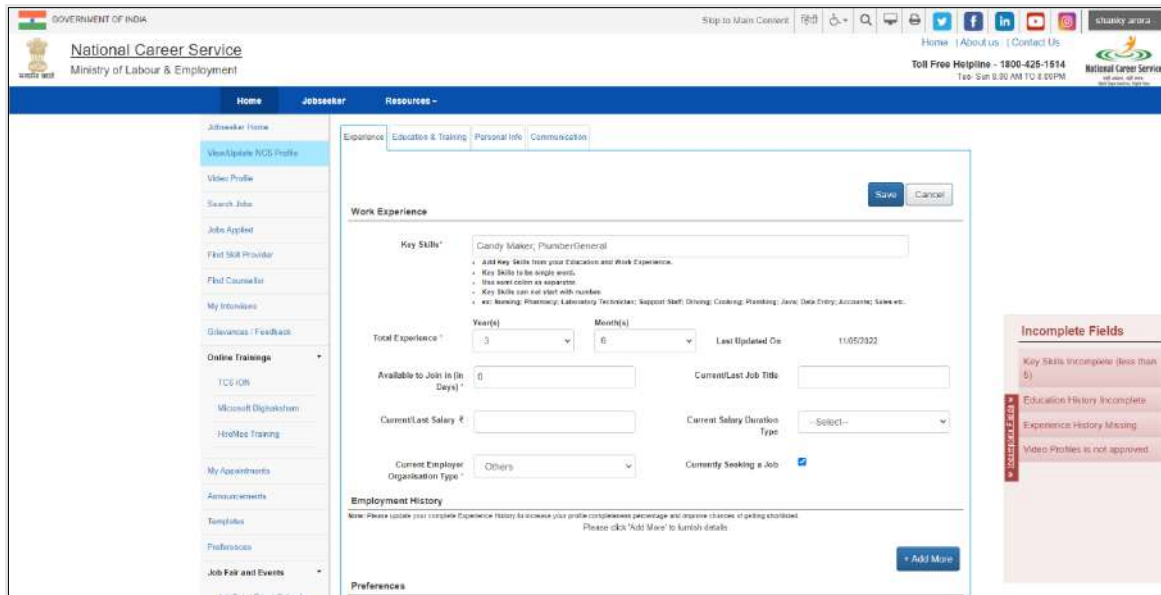
2.6 Update Profile

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.
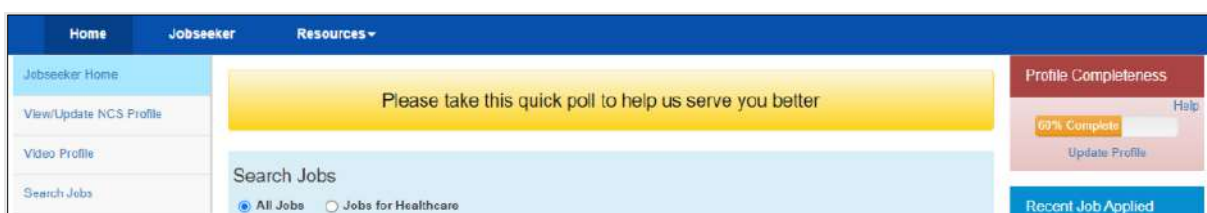
Click Here to Take Survey Link

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. The displays the Jobseeker profile screen. Here you can add details of your professional experience.

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

9. 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 12ᵗʰ, 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.

Add Experience Screen

10. Enter the preferred location in the **Preferences** section

Note: The location option that you had selected during the registration process are not updated in the Job Preferences screen as your preferred location. Nevertheless, if you change the location options on the Communication screen of your profile, the same changes are updated here in the preferred location field.

Note: However, once your location preference is saved on the Job Preferences screen, then the changes you make to your location on the Communication screen will not reflect here on the Job Preferences screen.

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

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.
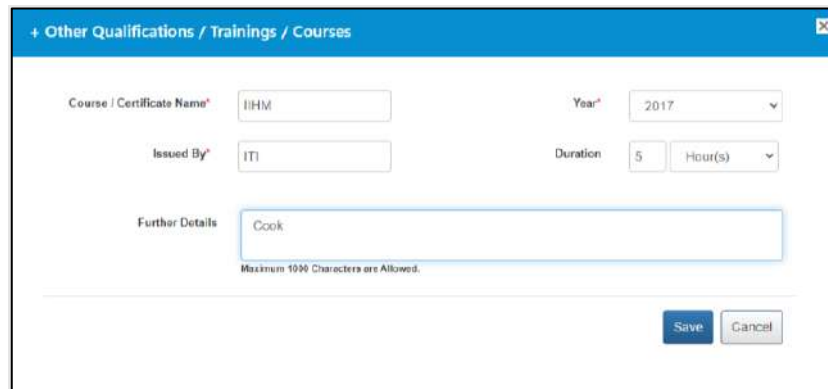

+ Add Education Pop-up

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.
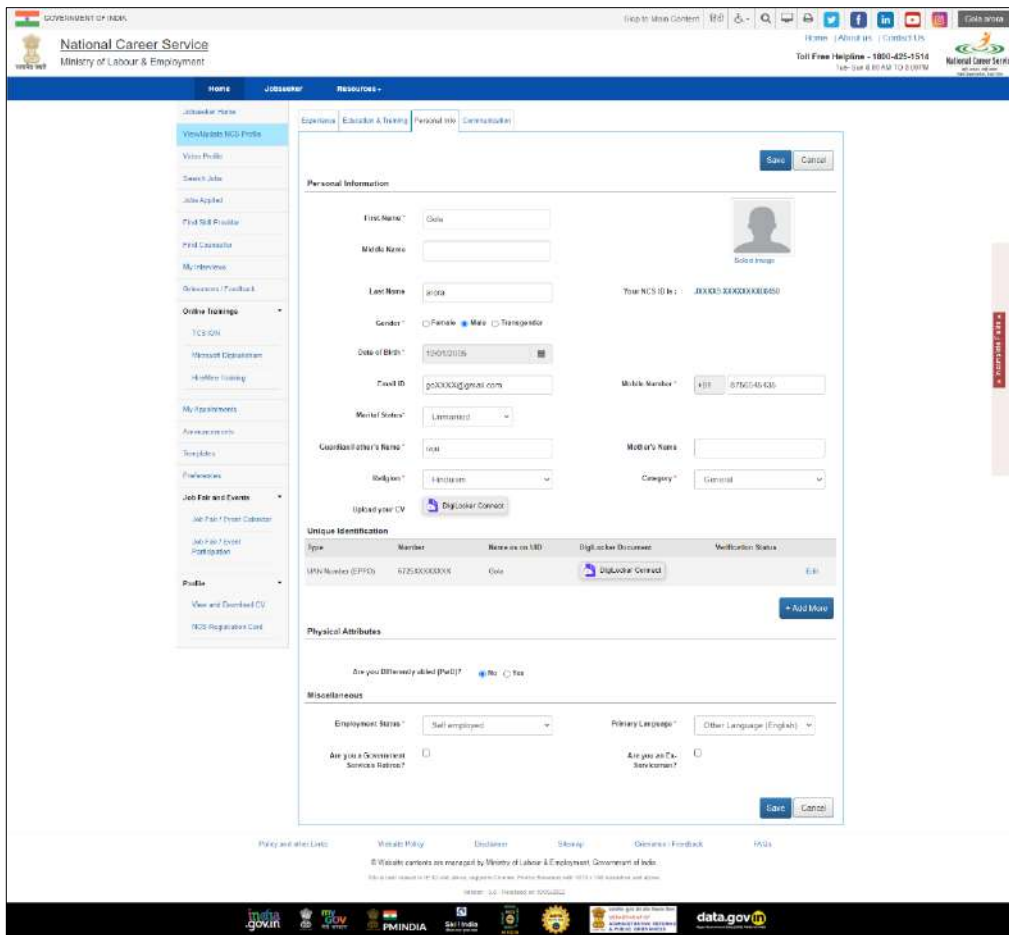
Personal Information Screen

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.

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.
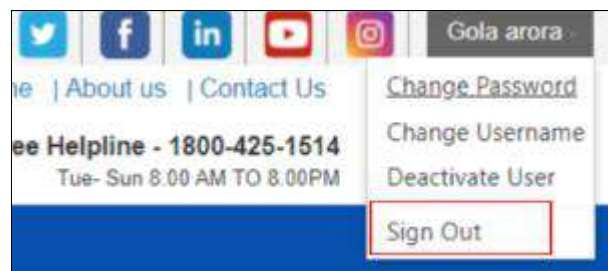
Sign Out Screen

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
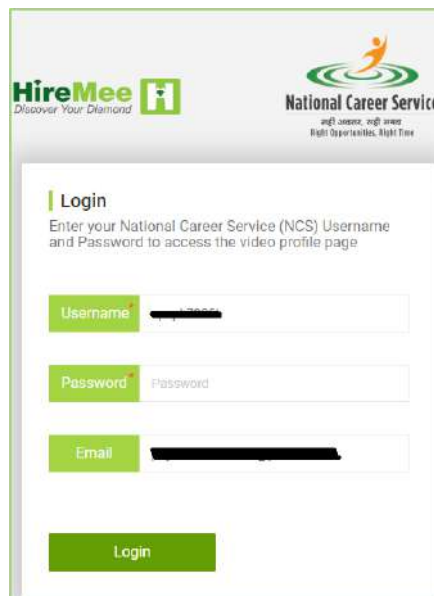
HireMee Login Screen
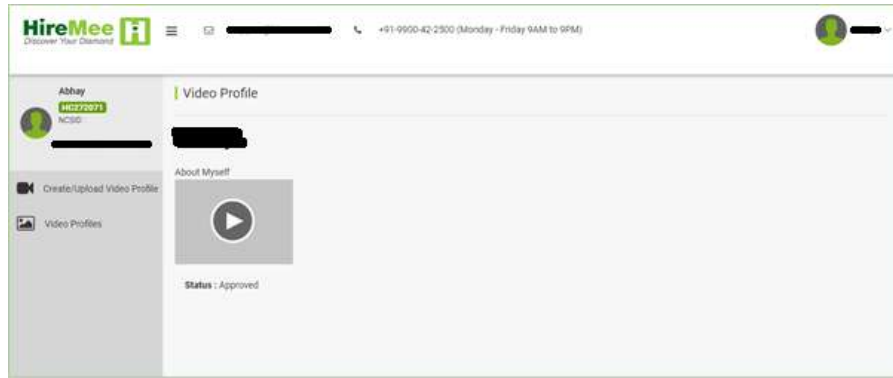
Approved Video

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.
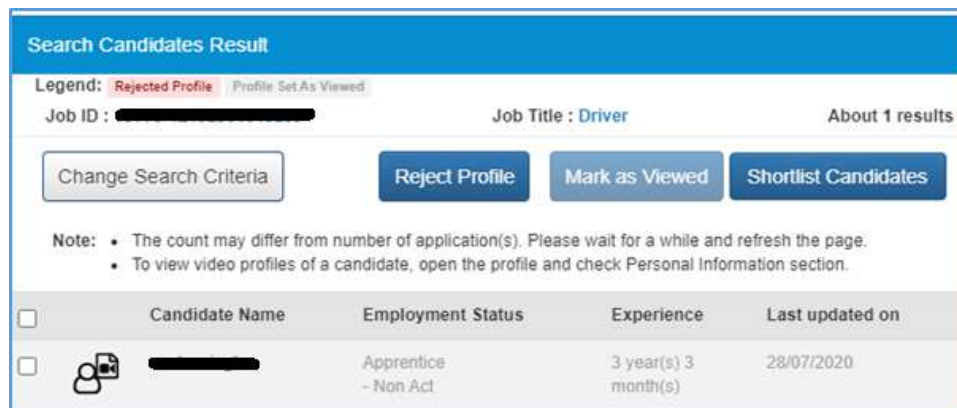
Search Candidates Result Screen

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.
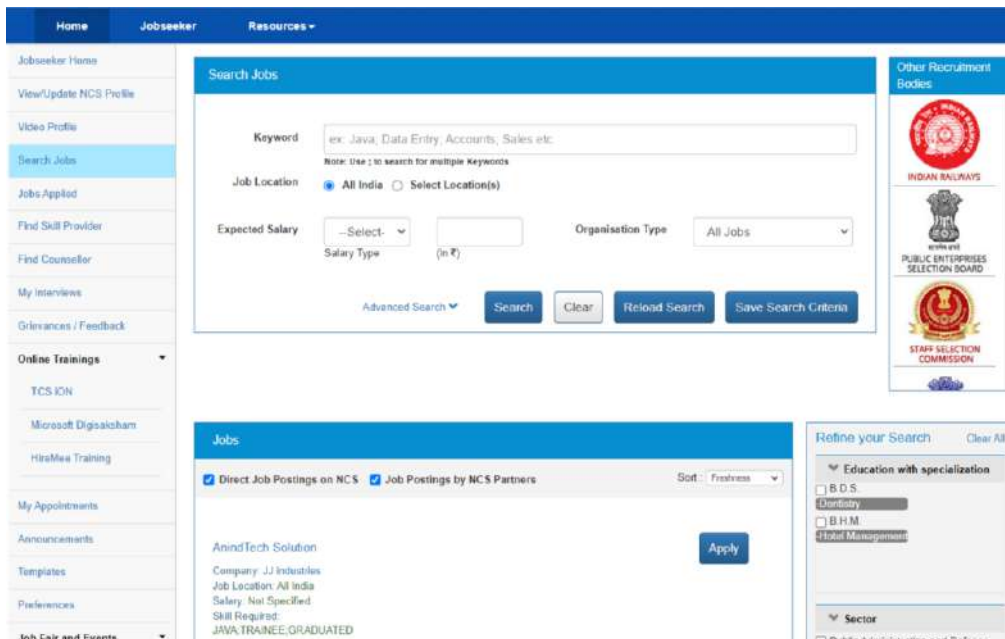
Search Job Screen

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
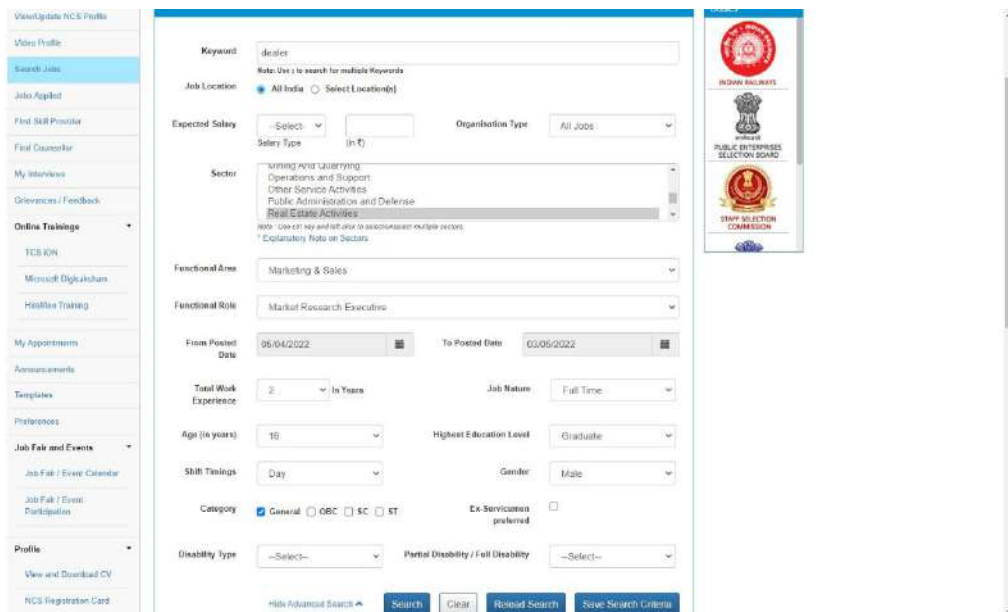
Job Search Results

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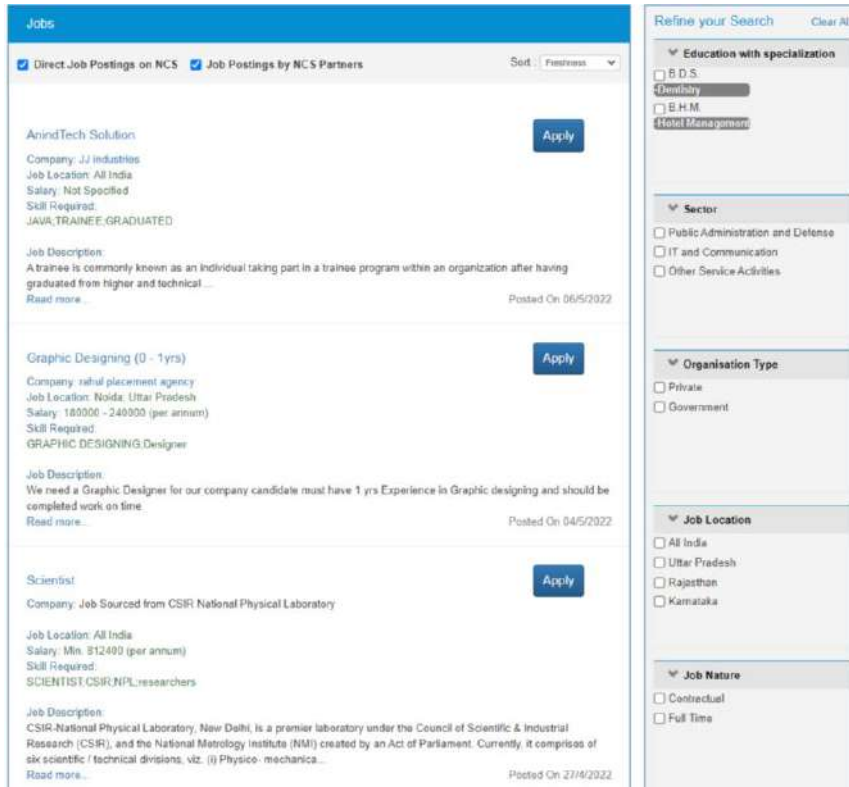
Job Search Results

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.
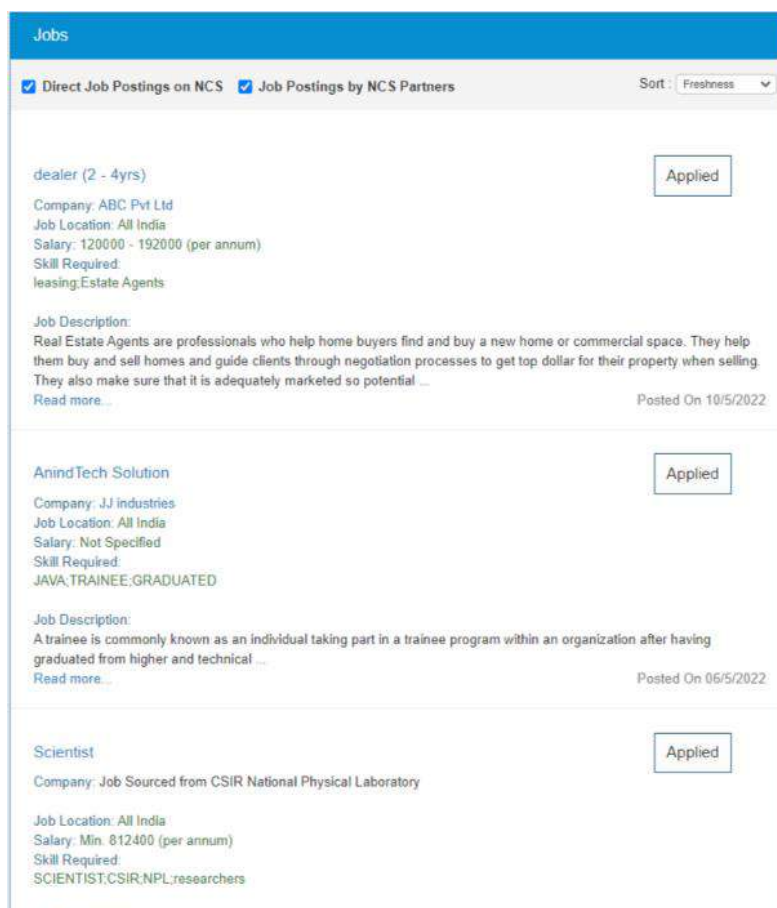

Jobs Applied Page

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.
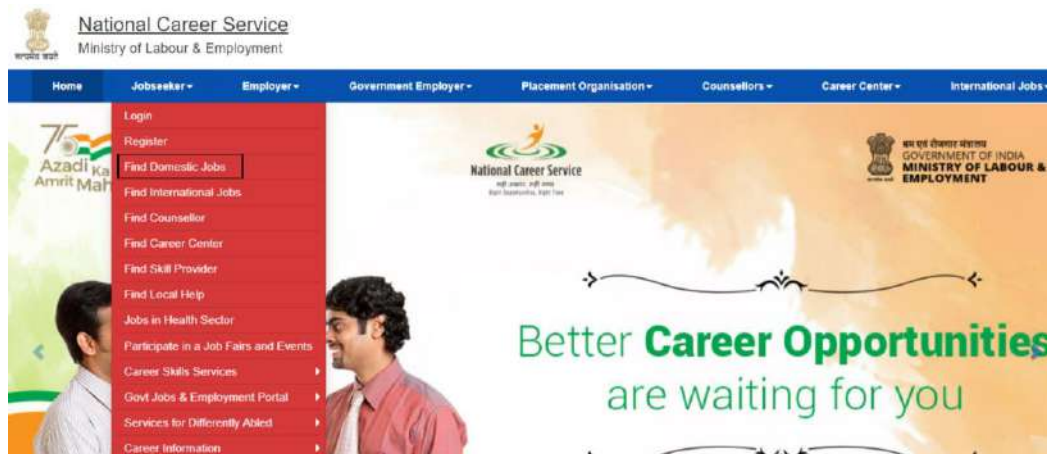
NCS Home Page Screen

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

Job Search Results

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

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, is 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.
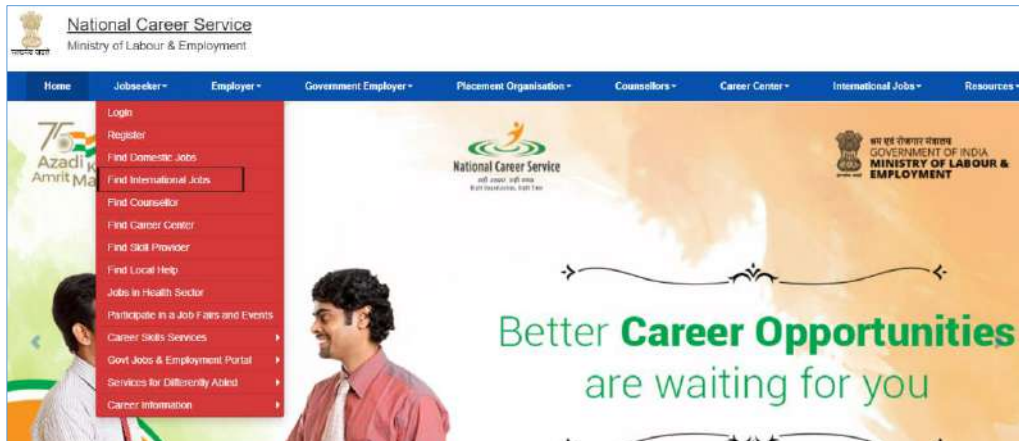
NCS Home Page Screen

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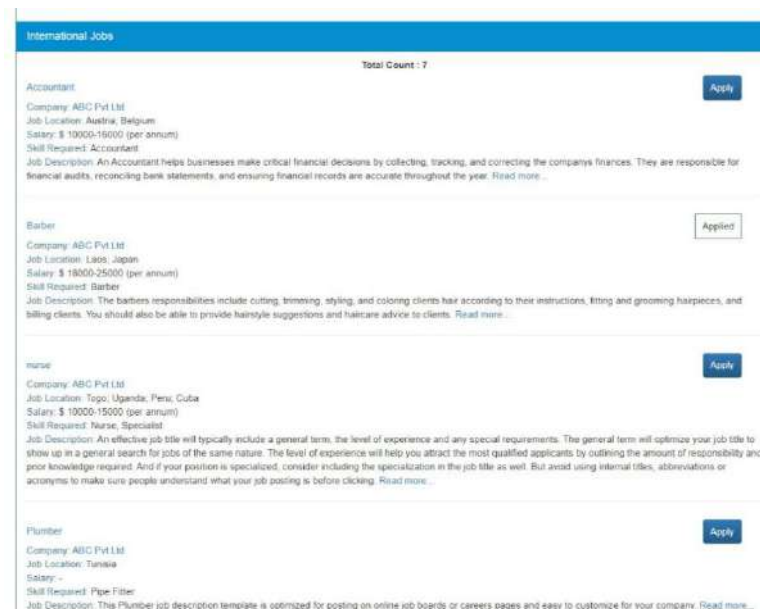
6. Click the **Apply Button** and the page redirects to the Job Description page.

Job Description View

7. 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.

Human Resources for Health Sector Link

1. Click the **Human Resources for Heath 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.
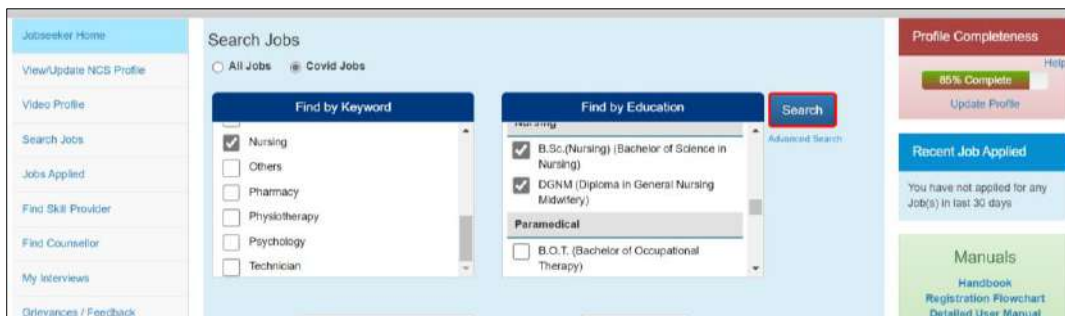
Search Jobs Screen

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.

Nevertheless, the page that is printed from this screen would show the NCS banner on it.
In addition, when the user clicks on an external link that point to a Government job, the portal will display a corresponding disclaimer that is different from the disclaimer text that appears when the user clicks an external link for any non-Government job.

As per this, the Page Title (Browser Title) of the Job Details screen will display the Job NCS ID. The Page Title will also display the time stamp when the Job Details screen is opened.

Further, the Job Details screen will display the following fields only if the user has entered some value in them:

- Job Title
- Organization Type
- Sector
- Functional Area
- Functional Role
- Job Description

Required Information Section
- Minimum Qualification
- Qualification requirements

    Note: The Minimum Qualification field will display the text "Not Specified" if a NCS partner had posted the said job and they had left the field blank during the job creation procedure.

Additional Information Section

- Total Experience
- Relevant Experience
- Location
- Key skills
- Nature of Job
- Salary
- Salary/Wage Type

Note: The 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:

    i. If both Minimum and Maximum options are selected, message will be:
Age Preference: Age between 16-20 Years as on 1-Feb-2017
    ii. If only the Minimum age option is selected, message will be:
Age Preference: More than or equal to 16 Years as on 1-Feb-2017
    iii. If only the Maximum age option is selected, message will be:
Age Preference: Less than or equal to 20 Years as on 1-Feb-2017

B. In case DOB Preference is selected (Date of Birth Preference 21/12/2000-21/12/1996): the content will display the full context either Minimum or Maximum DOB options are selected together or any one of these options is selected. For example:

    i. If both Minimum and Maximum options are selected, message will be:
DOB Preference: DOB between 21/12/2000 and 21/12/1996
    ii. If only the Minimum DOB option is selected, message will be:
DOB Preference: More than or equal to 21/12/1996
    iii. If only the Maximum DOB option is selected, message will be:
DOB Preference: Less than or equal 21/12/1996

Contact Details Section
- Person Name (if Display Contact Information in the Job Posting screen is checked)
- Phone Number (if provided and Display Contact Information in the Job Posting is checked)
- Mobile (if Display Contact Information in the Job Posting is checked)

- Email (if provided and Display Contact Information in the Job Posting is checked)

4.5 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).
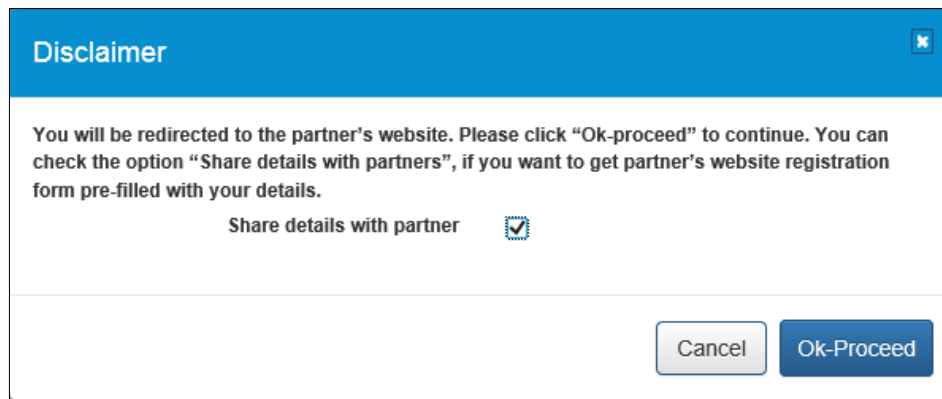
Share Details with Partner Check Box

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.

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).
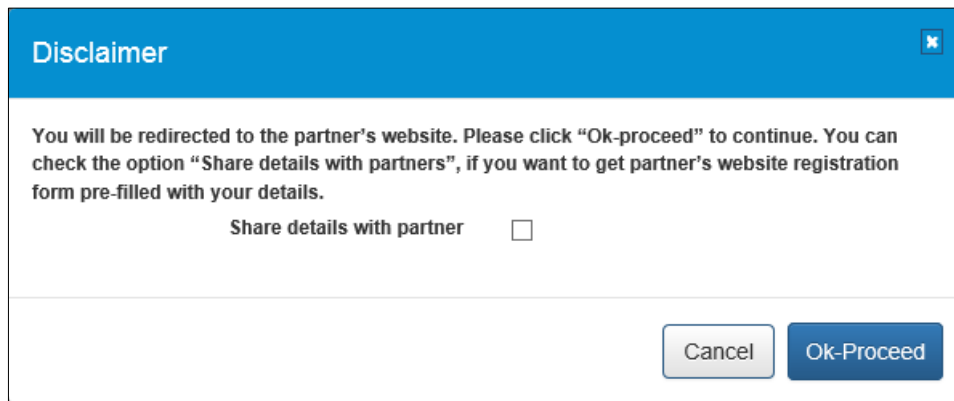
Share Details with Partner Check Box

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.
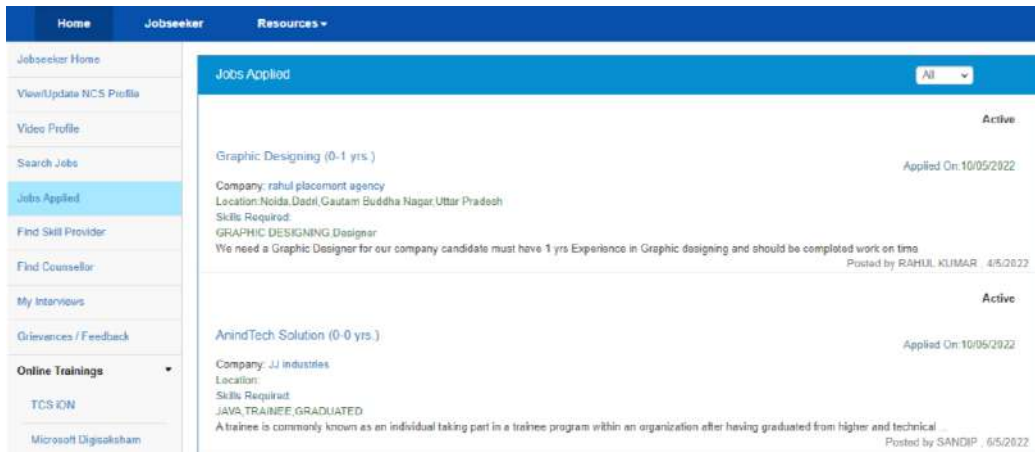
Jobs Applied Screen

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.
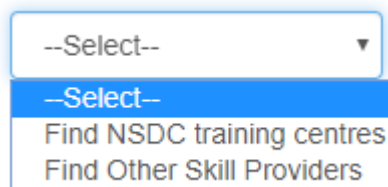
Skill Providers Options

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

Disclaimer

You are now being redirected to an external link. The Government of India does not take responsibility for the accuracy of the contents in those sites. The hyperlink given to external sites do not constitute an endorsement of information, products or services offered by these websites.

Cancel | Continue

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.

Search Skill Providers

Find Other Skill Provid ▼

Industrial Painter, Dress Making, Floriculture, Mechani
Please enter a keyword

Please enter City or State
Note : Location(s) selected from the list will only be considered.

Search

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.

Search Skill Providers

Find Other Skill Provid ▼

painter

Please enter City or State
Note: Multiple locations can also be selected.

Search

1	CHAUHAN PVT LTD
2	raj kumar
3	HR Global
4	Madhubni - Center
5	Muzaffarpur - Center
6	SCAD Polytechnic College, Cheranmahadevi, Tirunelv
7	Prison Central, Palayamkottai , Tirunelveli
8	OPAL INSTITUTE OF TECHNOLOGY, DANIEL THOMAS NAGAR,
9	ARAVIND FOUNDATION -AK No 1 Construction, Vriddha
10	RK METAL INDUSTRIES, TRICHY

1 2 3 4 5 6 7 8 9 10 ... Last

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.

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.
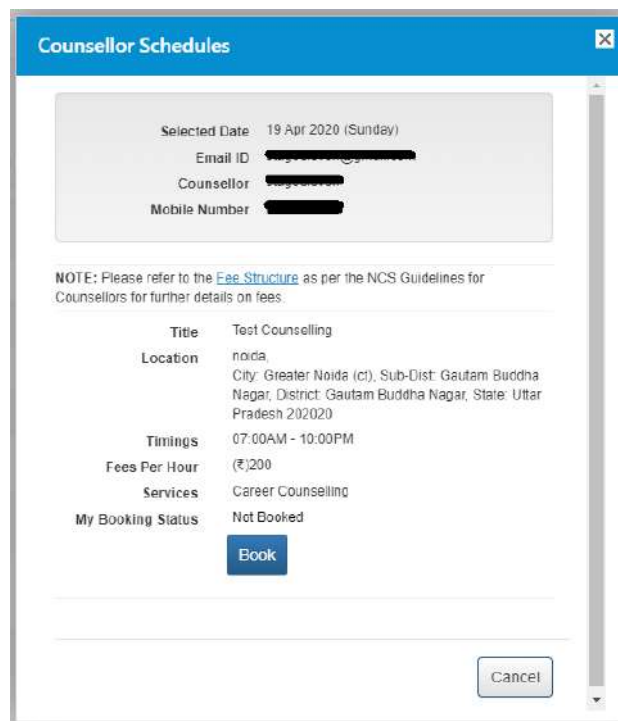
Counsellor Schedule Pop-up

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.

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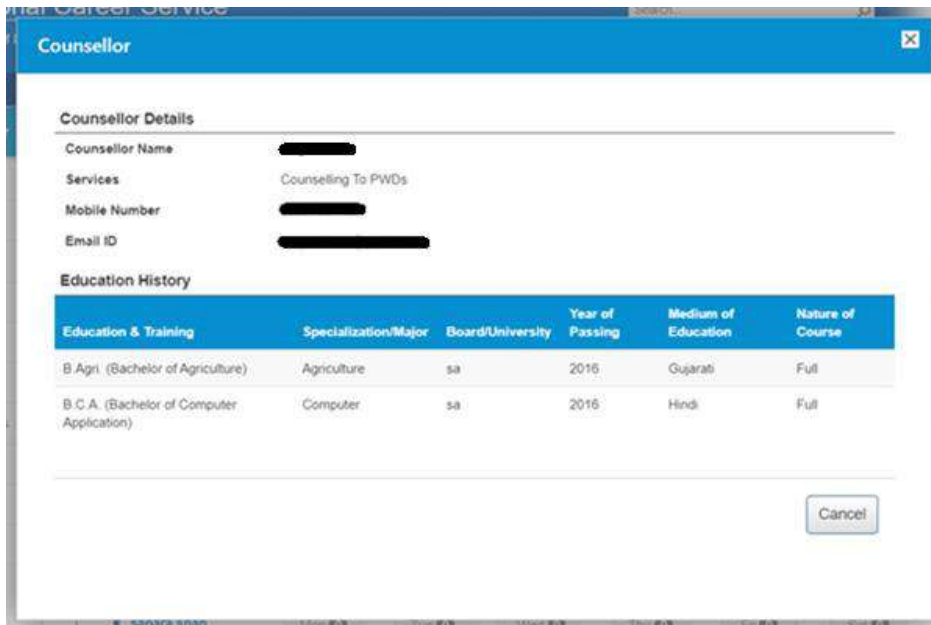
Counsellor Pop-up

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.
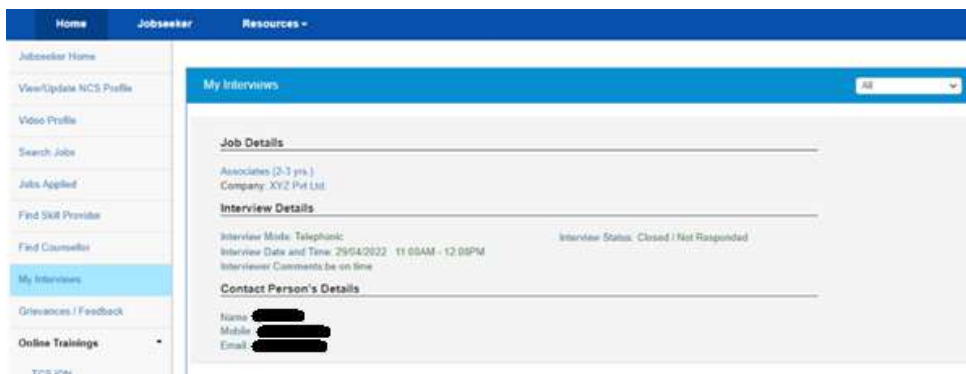
My Interviews Screen

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.
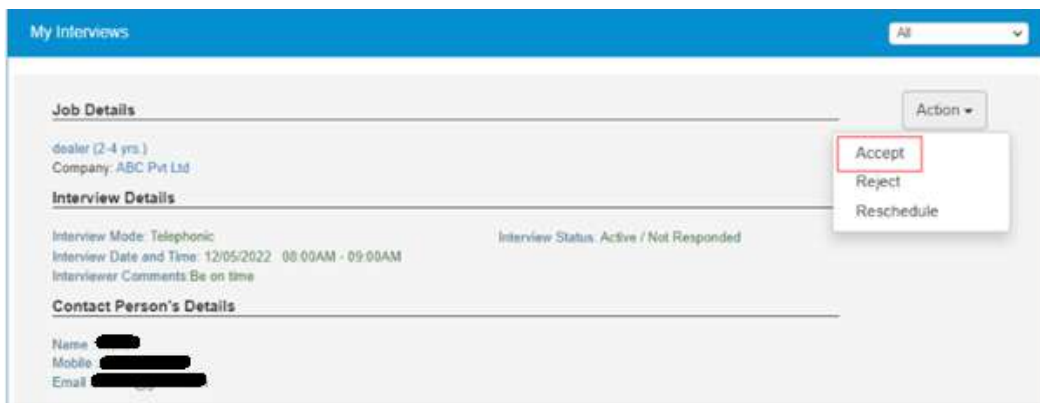
The Accept Option

The **Action** button disappears from the screen and the **Interview Status** mentions that the said interview has been accepted.
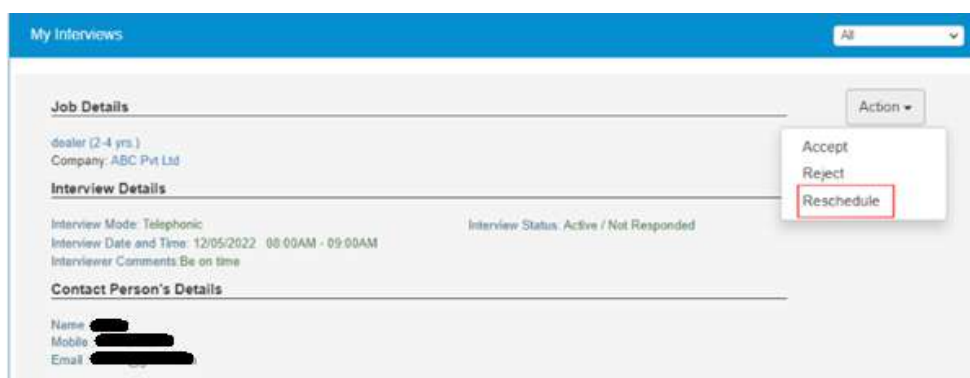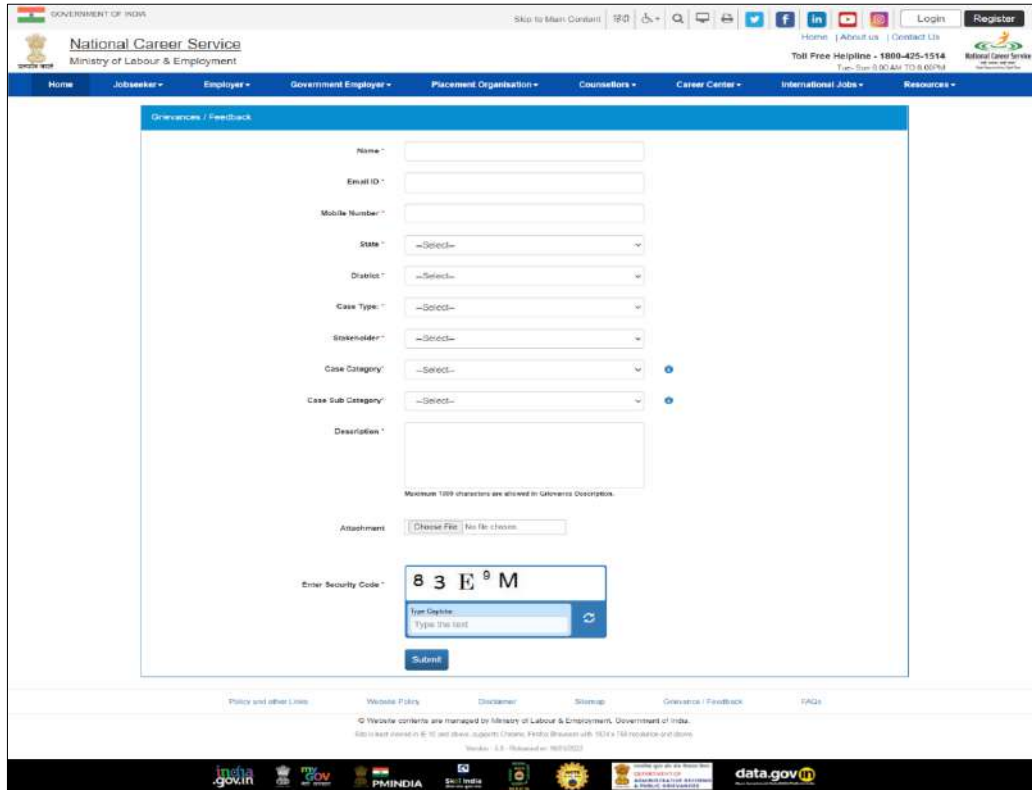
Note: The employer (private employer\Government Department\Placement Organisation), who had invited you for the interview is notified about your acceptance of the interview request. Also, the said employer will not be able to send you an invite, once again, for this particular job after its acceptance.

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.
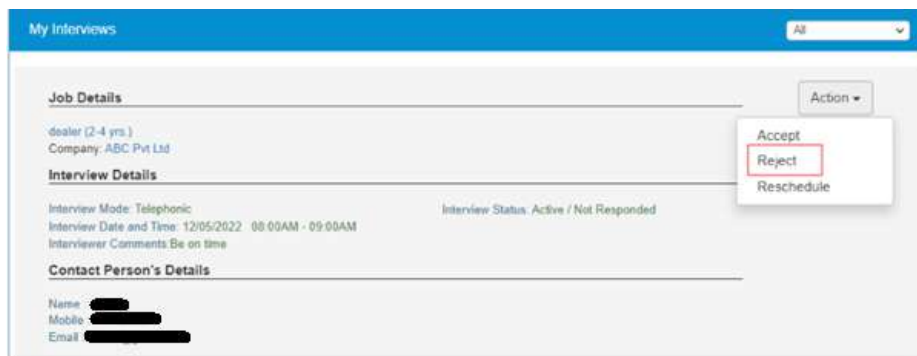
The Reject Option

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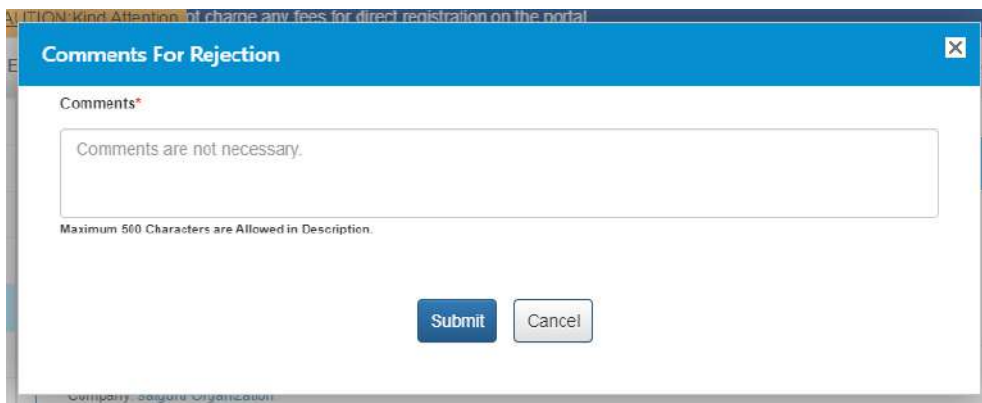
Comments for rejection Pop-up

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.

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
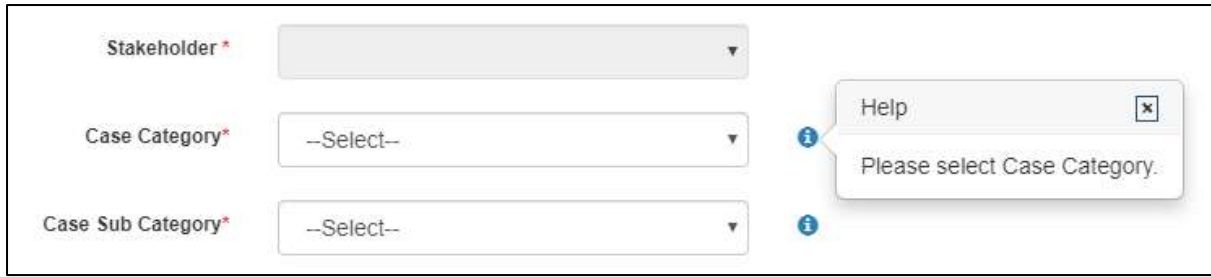
Help Tool Tip

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.

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.
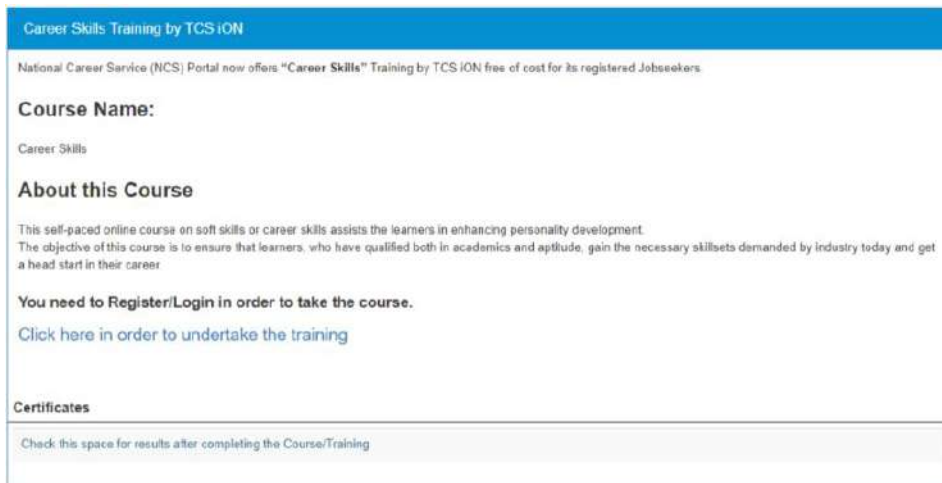
TCS iON Screen

2. Click the "**Click here in order to undertake the training**".
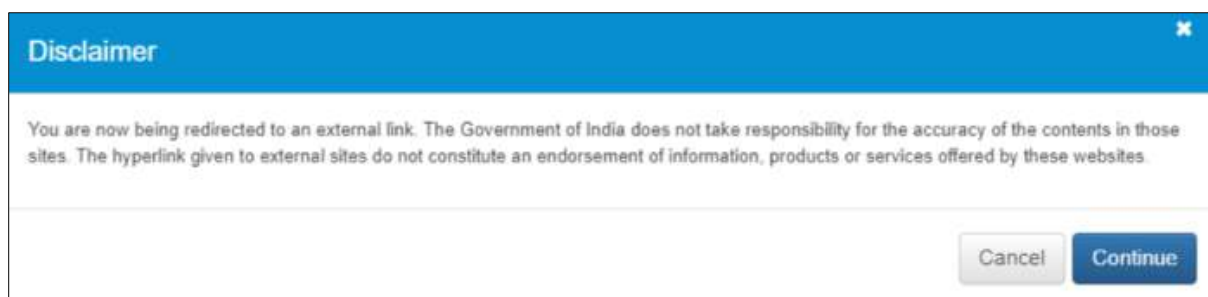
Pop-Up Screen

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.
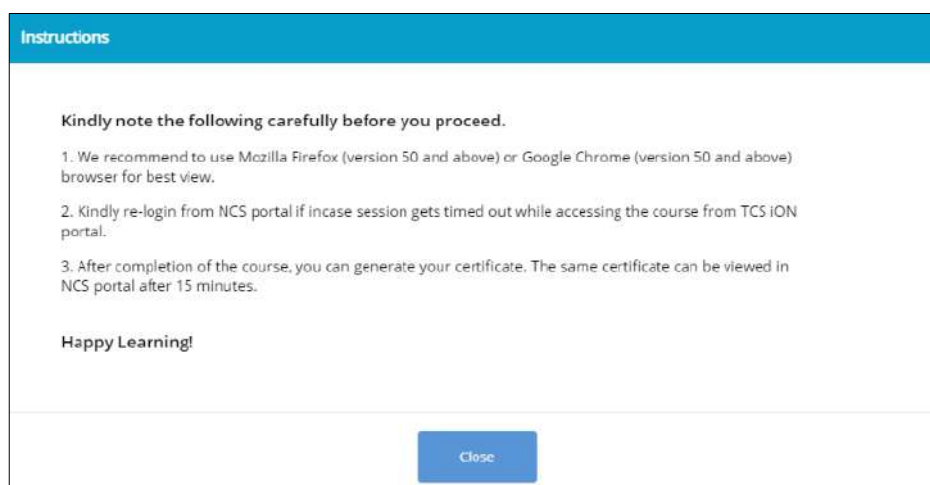
Instructions Pop-Up

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.
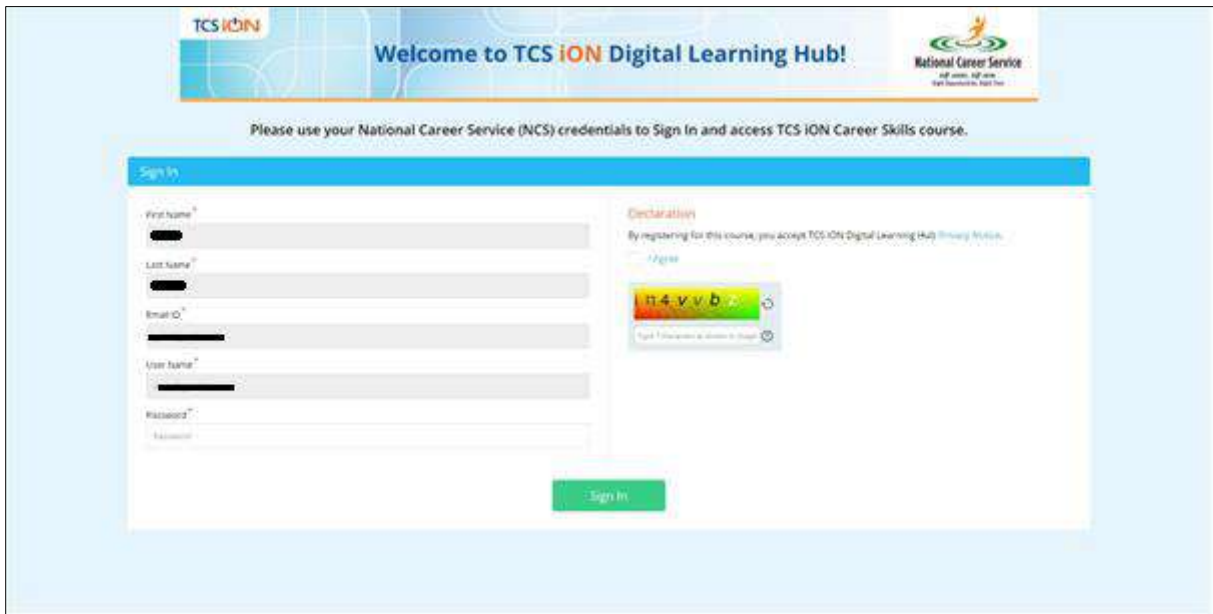
TCS iON Screen

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.
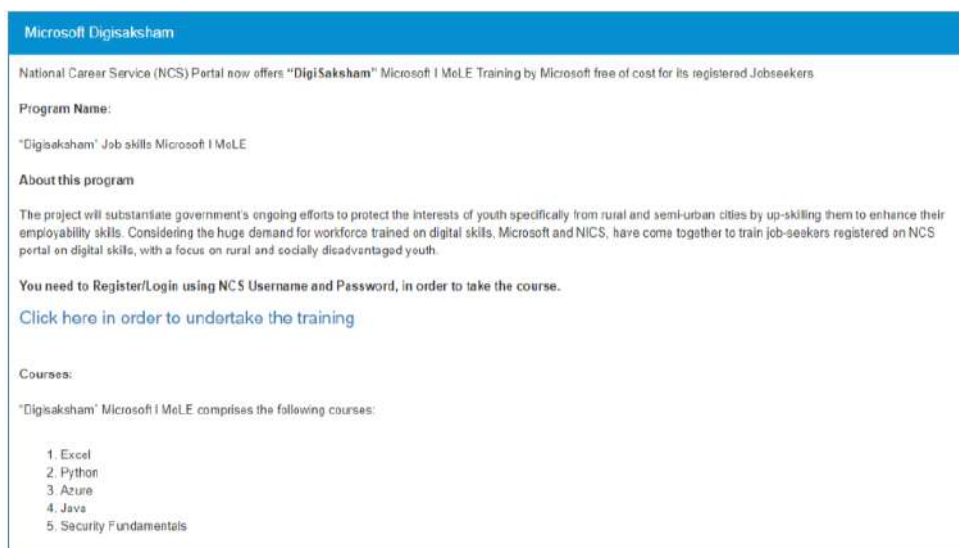
Digisaksham screen

2. Click the "**Click here in order to undertake the training**".
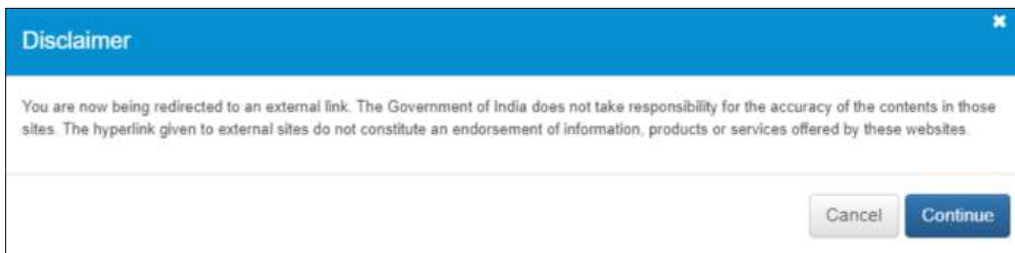
Pop-Up Screen

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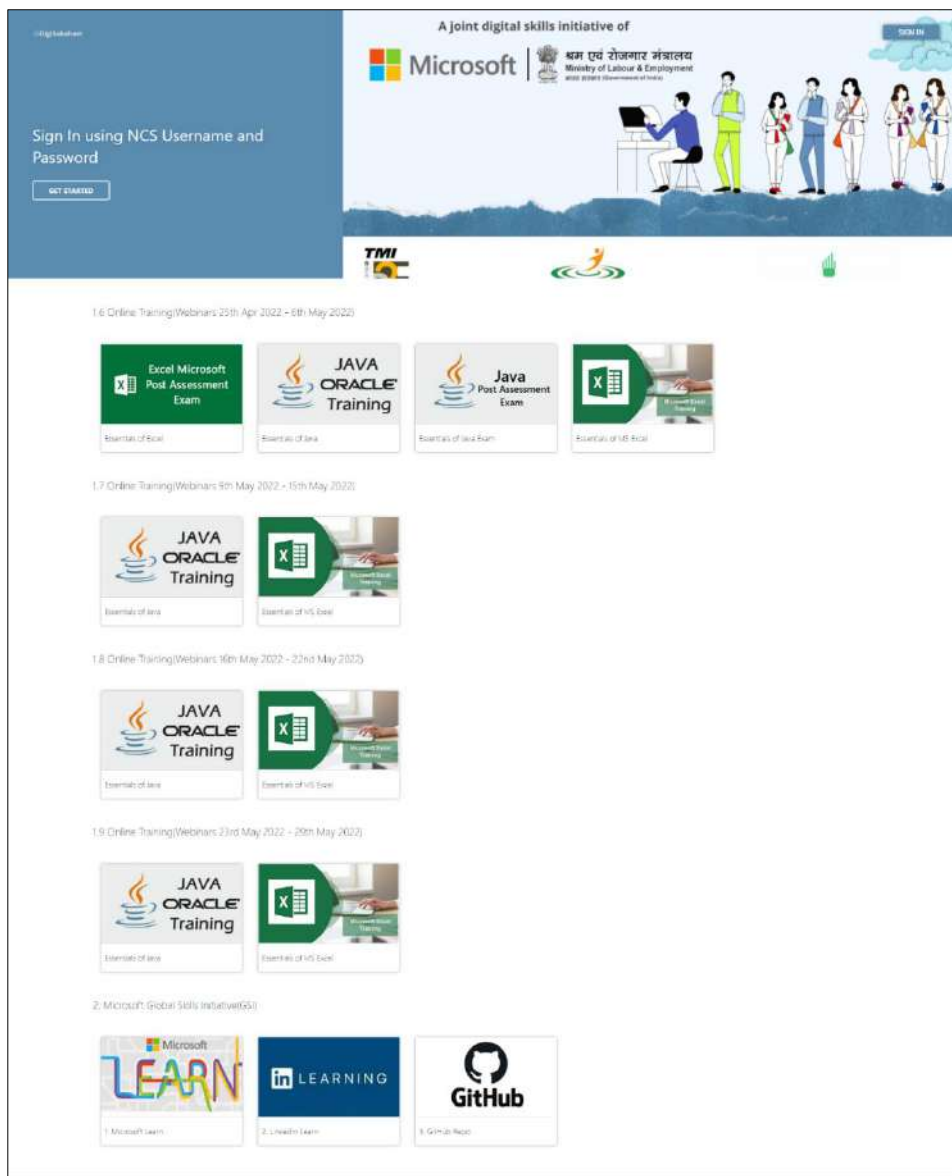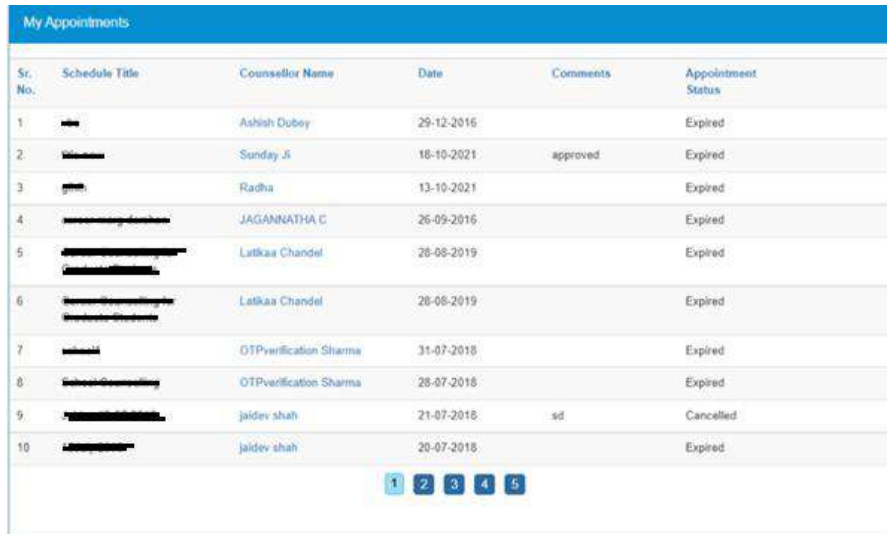
Digisaksham screen

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.

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 Donts 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.

National Career Service
Ministry of Labour & Employment

This is test mail body

Sincerely,
NCS Team
Ministry of Labour & Employment

Note:- This is an auto-generated mail. Please do not reply to the email for any enquiries - messages sent to this address cannot be answered.

© Content Owned and Updated by Ministry of Labour & Employment

To unsubscribe, click here

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.

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).
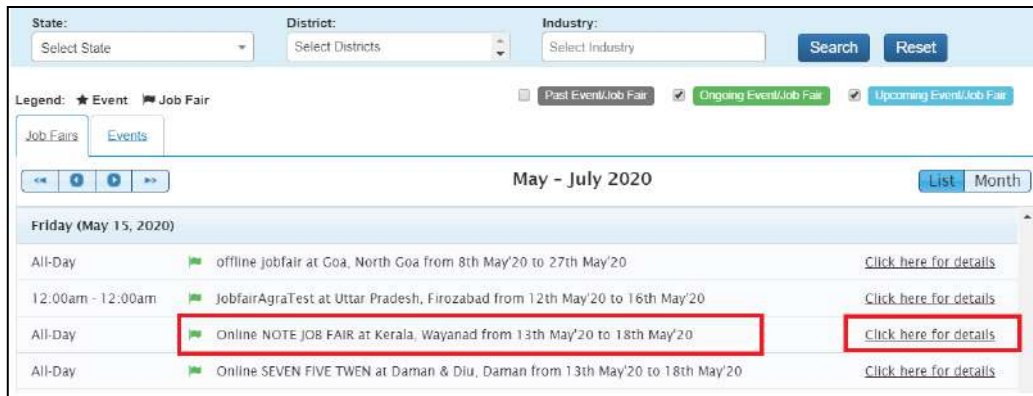
Job Fair List

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.
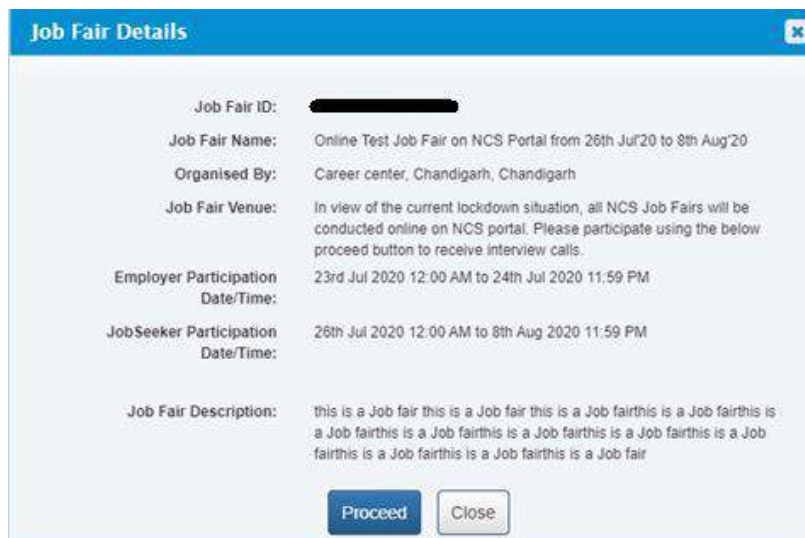
Job Fair Details Pop-up

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.
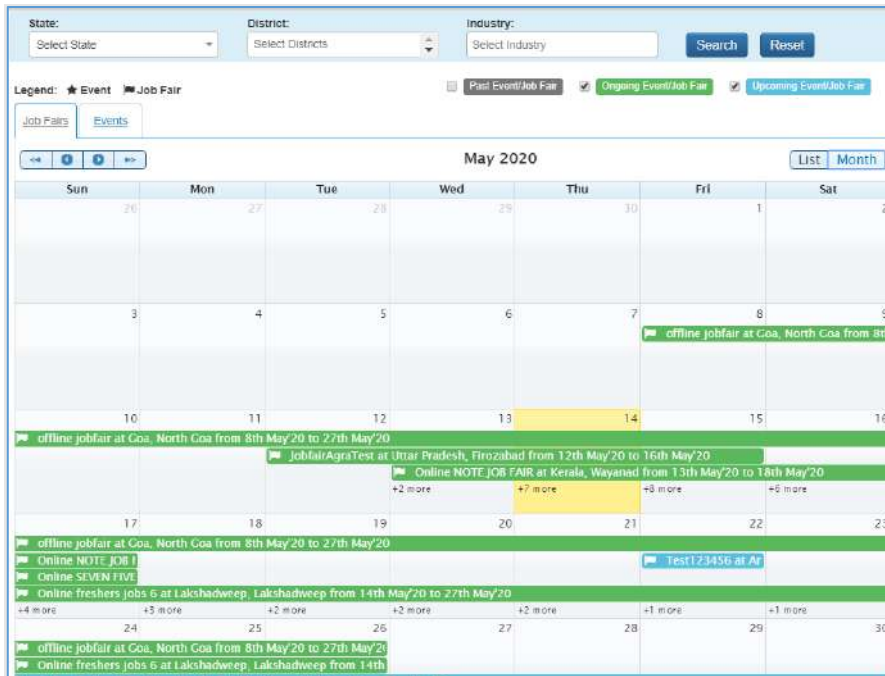
Job Fair Result Calendar

    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 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.

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 Pop-up

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

   The page is divided into three sections, **Personal Info**, **More About Yourself** and **Job Fair Details**. The **Personal Info** section contains your basic information and contact details. The **More About Yourself** section displays your educational and employment details. The **Job Fair Details** section has information of the job fair you have selected to participate in.
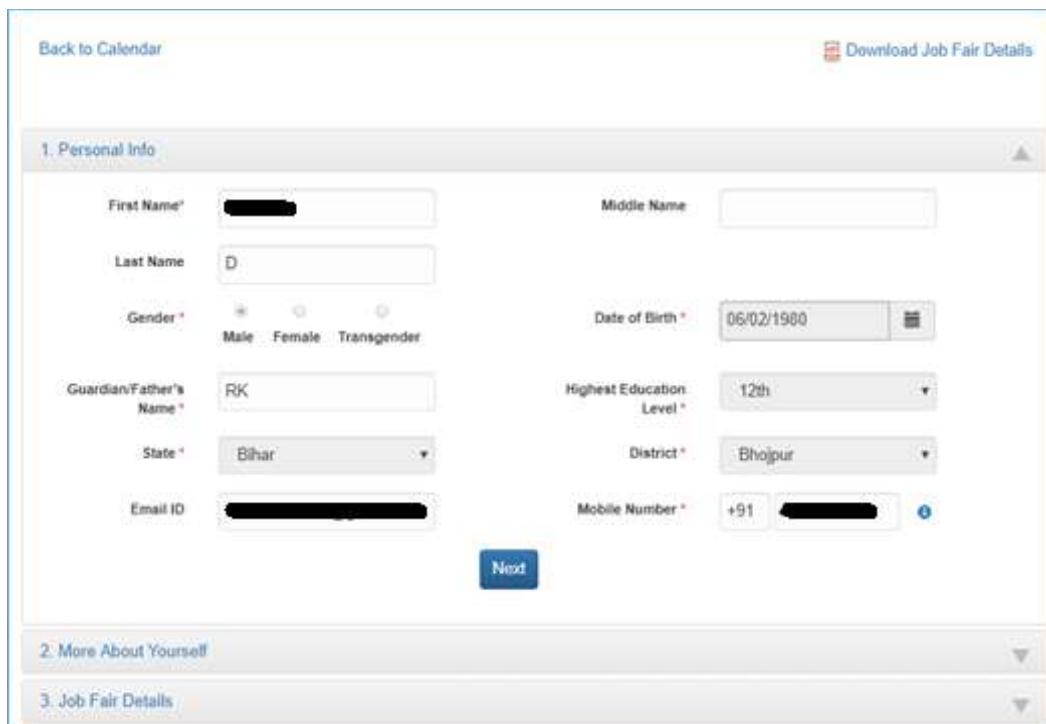

Job Fair Pre-Registration Screen

3. Click the **Personal Info** section to expand it and view its contents. Make changes to editable fields (if required). Fields that you cannot edit in this section can be modified by updating your profile.

   Note: The **Download Job Fair Details** enables you to download details of the selected job fair on your system as a PDF for future reference.

Job Fair Pre-Registration Screen: Personal Info Section

4. Click the **Next** button to open the **More About Yourself** section. This particular section displays specific data (**Academic Qualification** and **Work Experience**) as per your existing

profile on the NCS portal. Click the **+Add More** button to add information pertaining to your academic qualification and professional experience (if required).

Job Fair Pre-Registration Screen: More About Yourself Section

5. Click the **Next** button to display the third section, that is, the **Job Fair Details** section. This section displays information about the job fair you would be participating in. You can participate in the Job Fair anytime between the given Jobseeker Participation Start Date/Time and End Date/Time.

Job Fair Pre-Registration Screen: Job Fair Details Section

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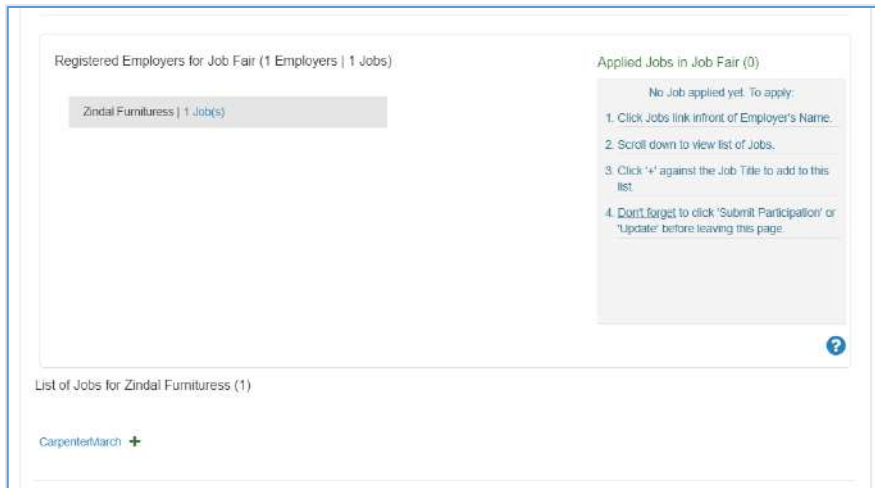
9. Selected job will get added to the list of **Applied Jobs in Job Fair**.
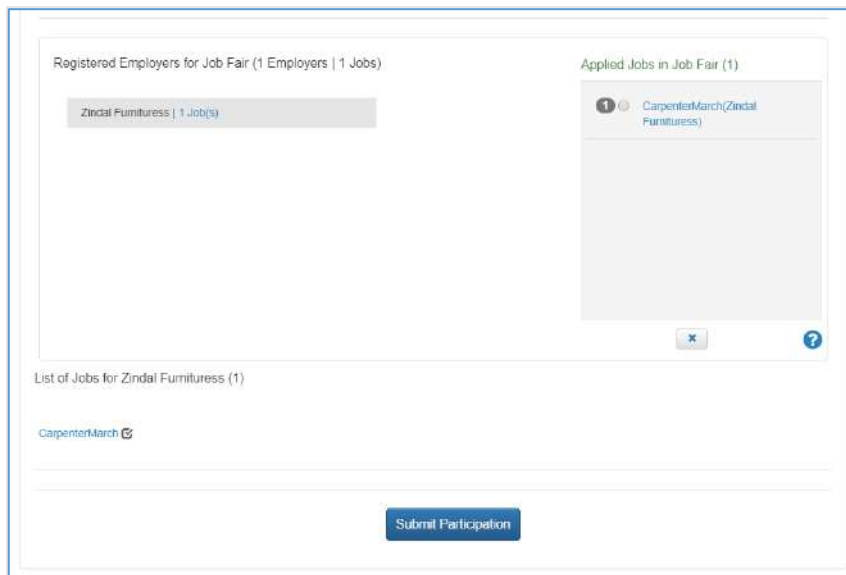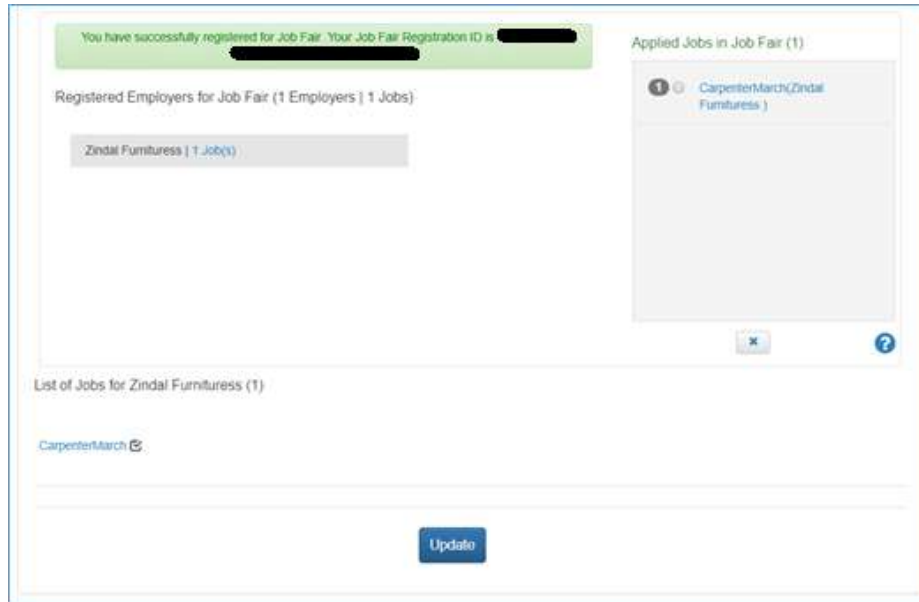

10. To delete the added job from **Applied Jobs in Job Fair** list, select the job that you want to delete and click on the 'x' button below this section.
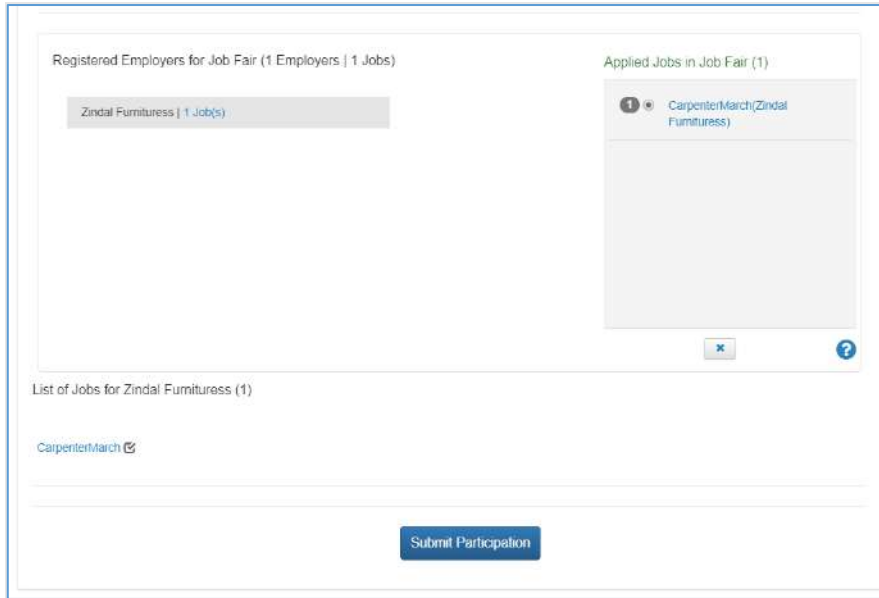
11. Selected Job will get deleted from the **Applied Jobs in Job Fair** list and it can be added again by clicking on '+' button.
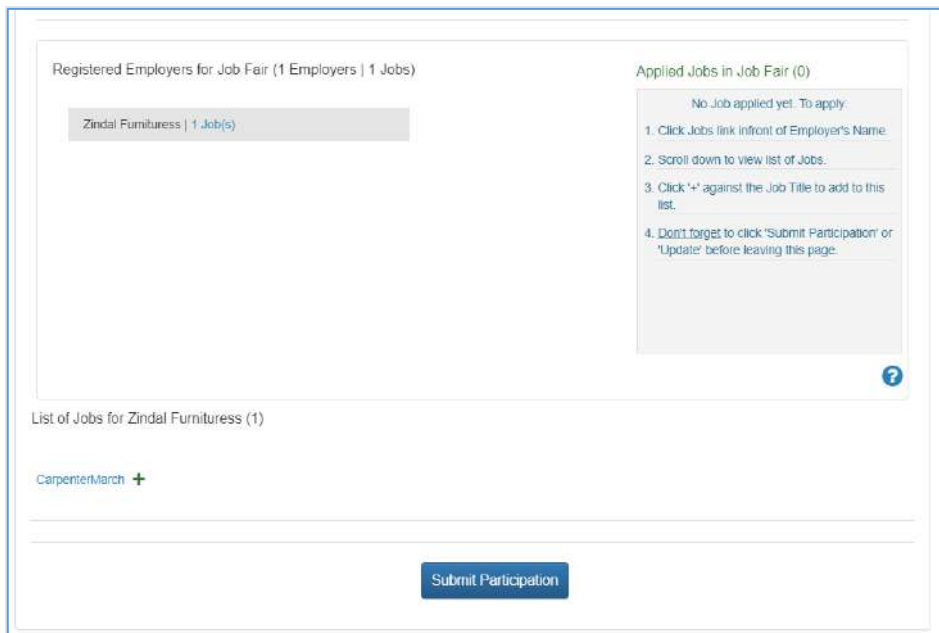
**12.** Click on the **Submit Participation** button to participate in the selected job fair.

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.
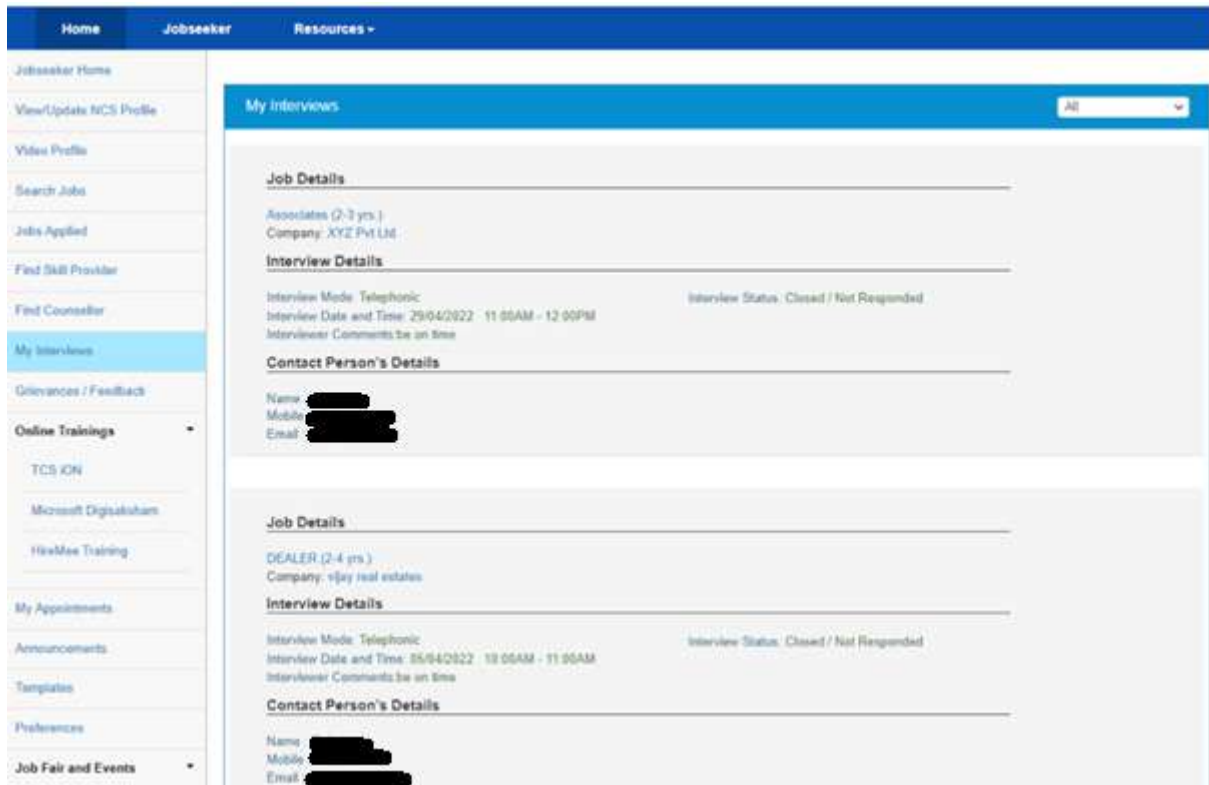
16.4 Search for Events

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).

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.

Event Title and Click here for details Link

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

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.
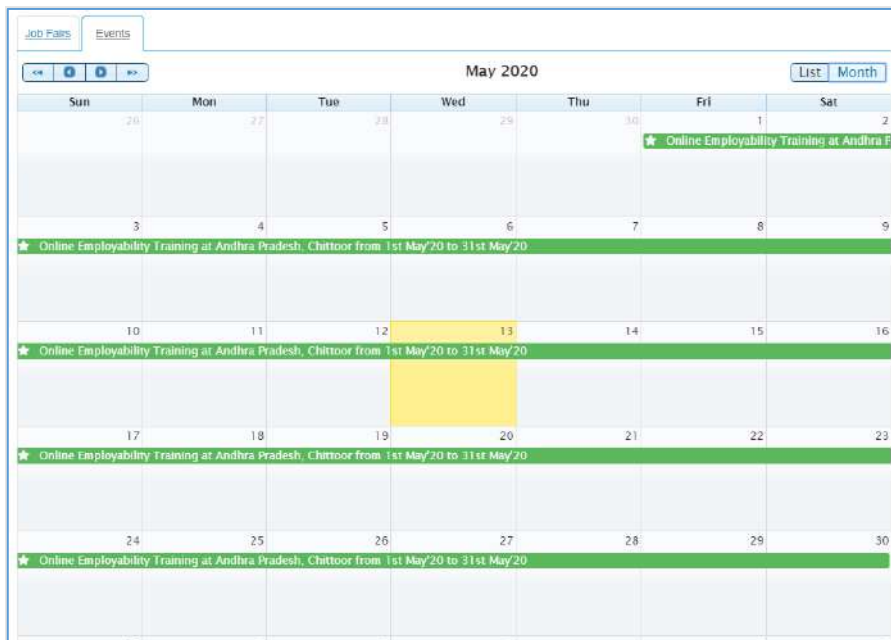
Event Result Calendar

   ii. To view the details of a particular event, click the title of that event on the calendar.
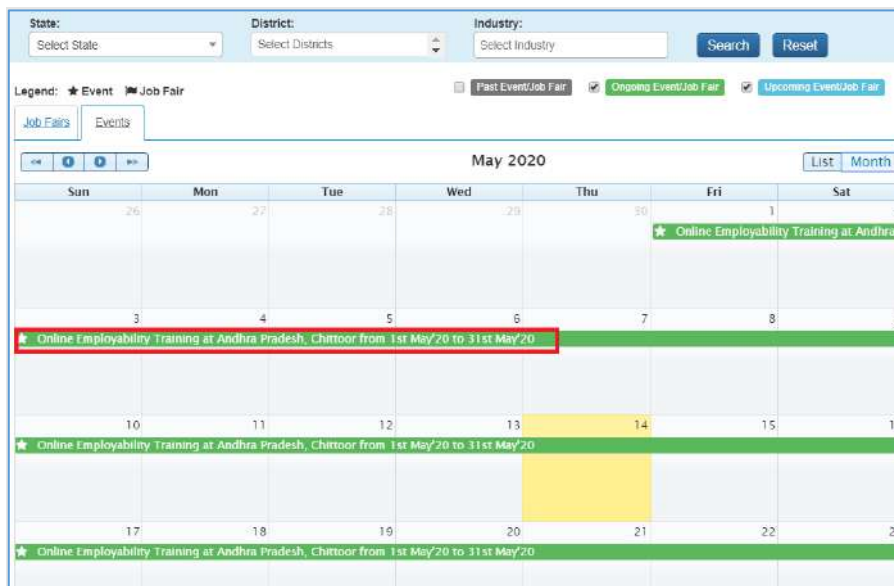
Job Fair Title

   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

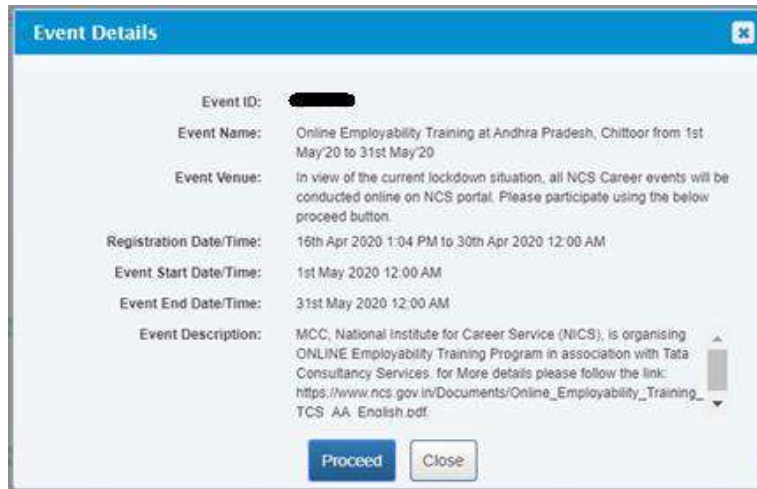2. Next, click the **Proceed** button. The **Event Pre-registration** screen displays.
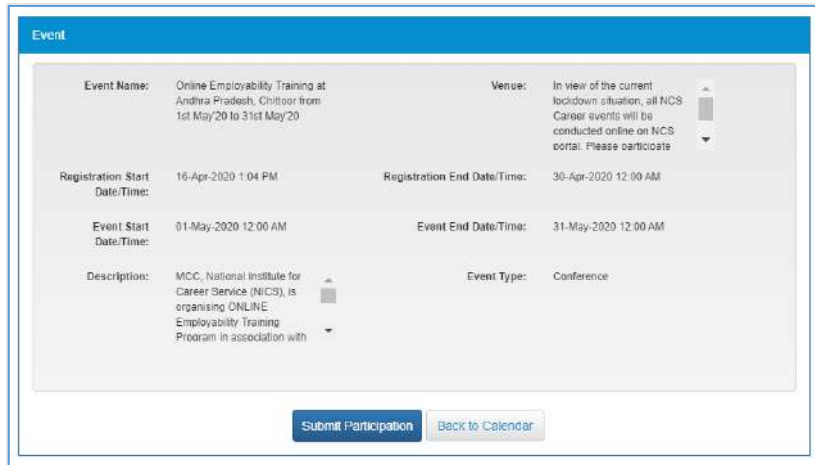
Event Pre-Registration Screen

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.

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.
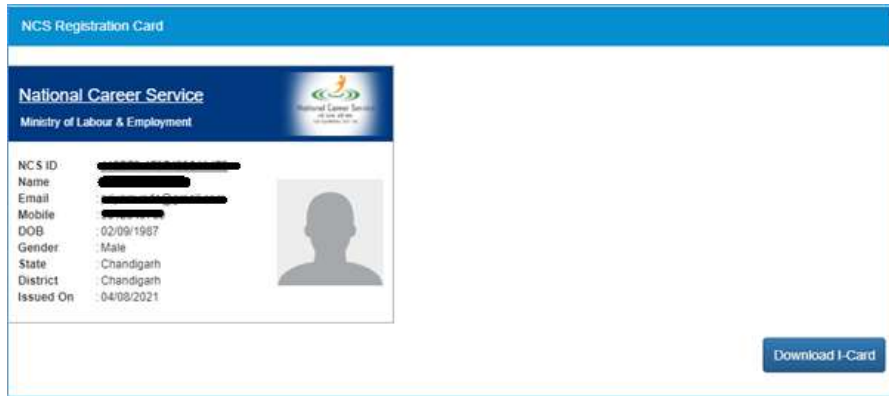
NCS Registration Card Screen

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.
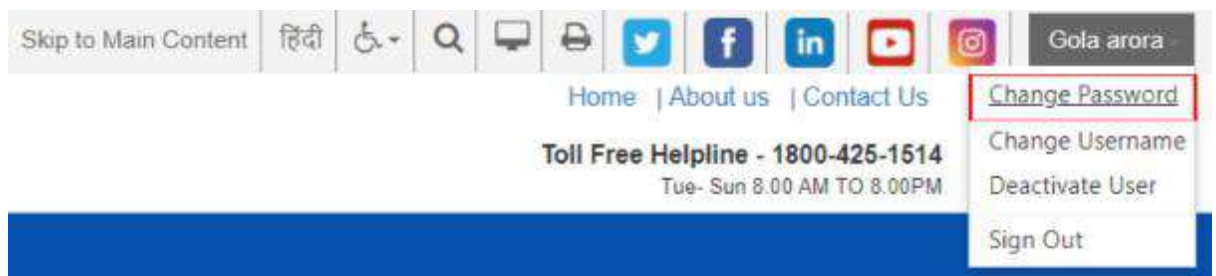
1. Click the **Change Password** option from Sign-Out menu. The **Change Password** screen displays.

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.
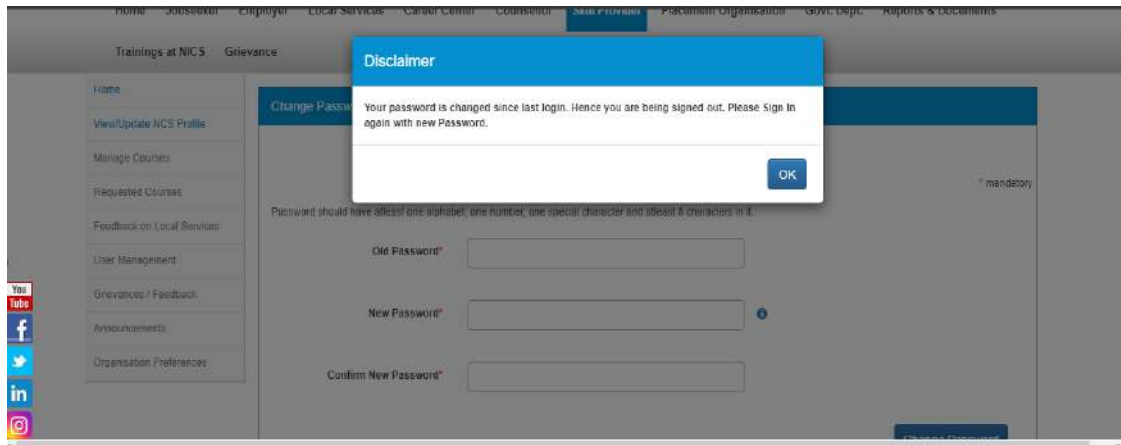
21. Change Username

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

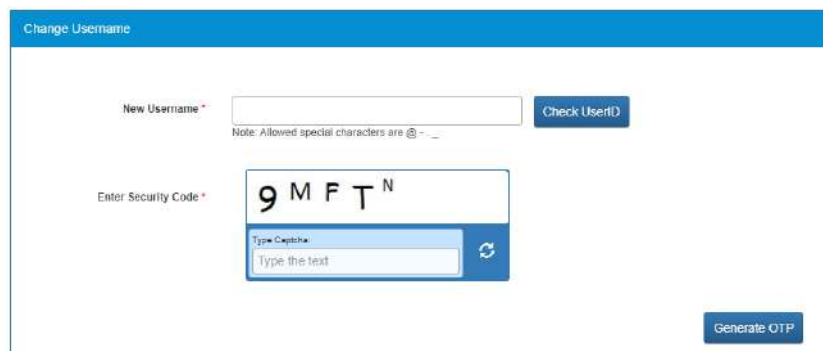1. Select the **Change Username** option from the Sign-Out menu. The **Change Username** screen displays.

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
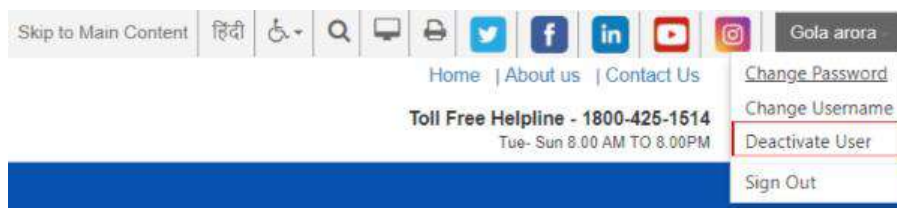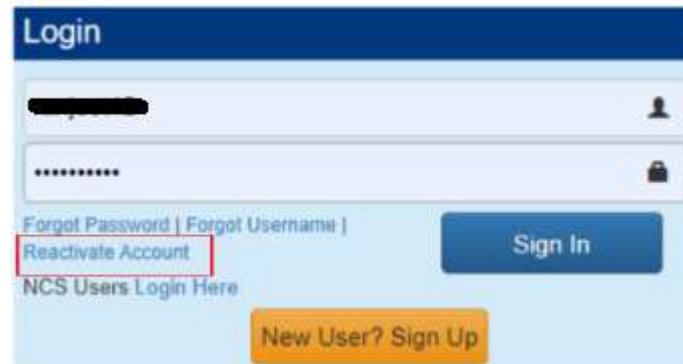
2. Enter **Username** and **Password** and then click the **Validate** button
3. Enter OTP received on the registered mobile number
4. User will be deactivated and signed out from the portal
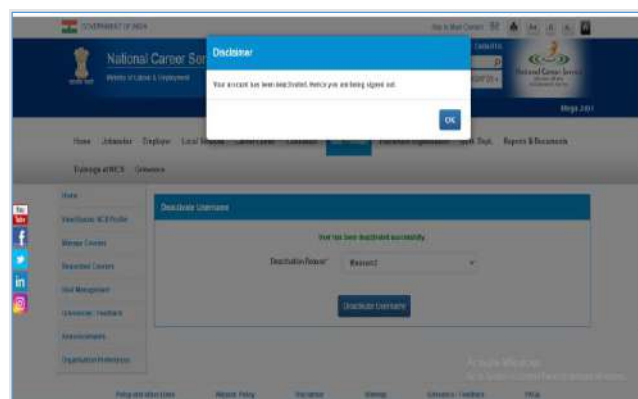
23. Reactivate Account
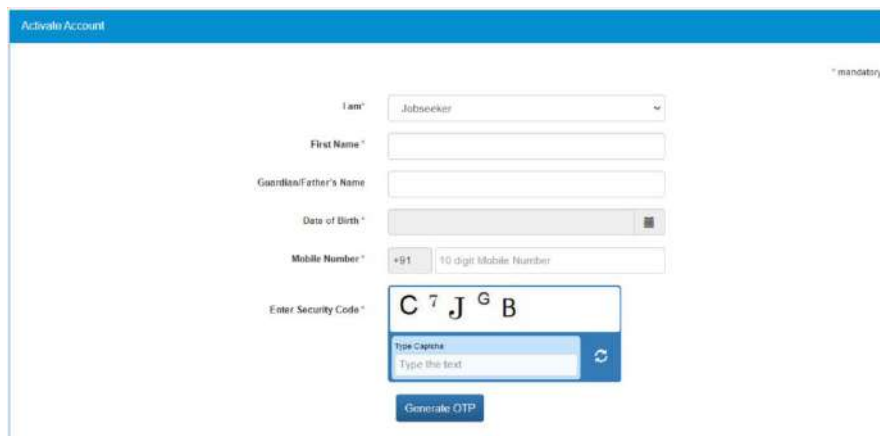
NCS users can now reactivate themselves once they are deactivated on NCS Portal. A functionality to Reactivate Account is available on Home Page.

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

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

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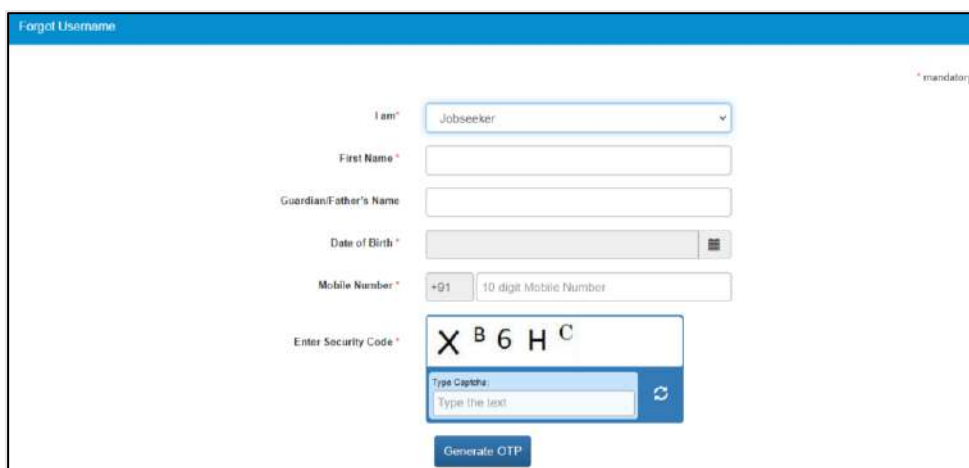
24. Forgot Username

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.
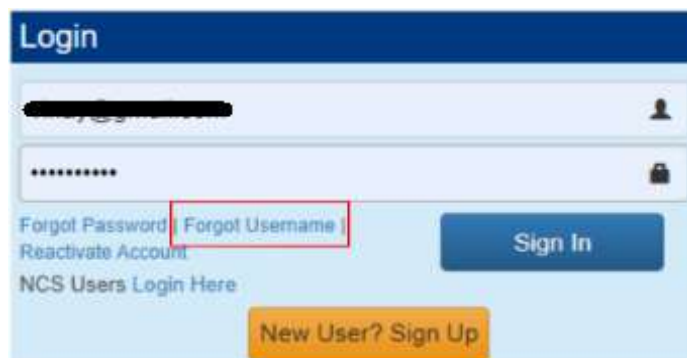
1. Click the Forgot Username link from the NCS Home page. This displays the Forgot Username page
2. Select the Jobseeker option from the I am drop-down list

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".
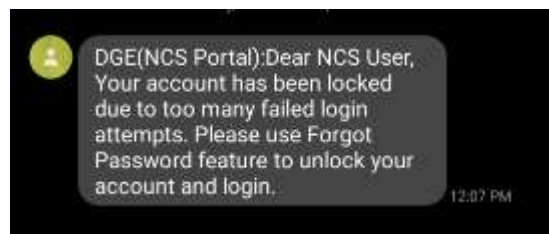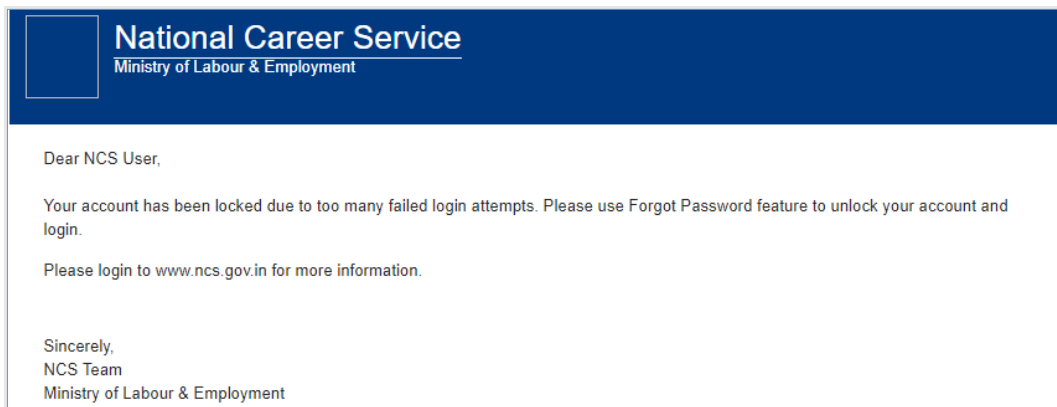
26. Reports and Documents

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.

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.

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.

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.

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.

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.

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.

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.
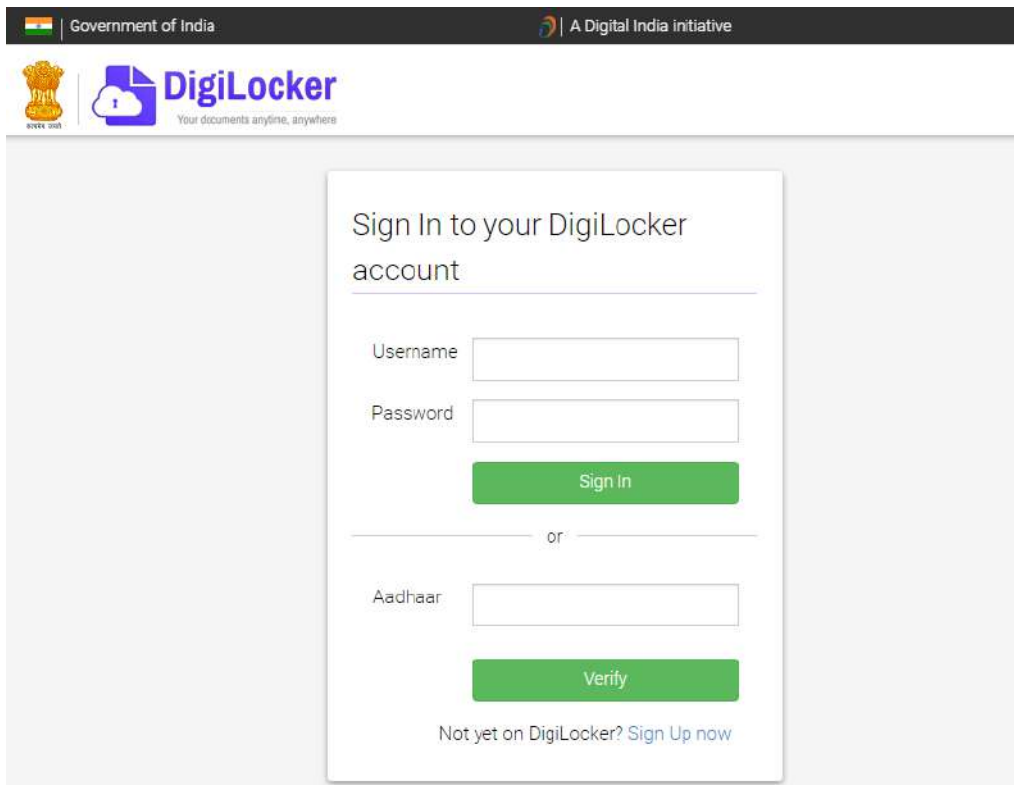
DigiLocker Sign In Screen

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:
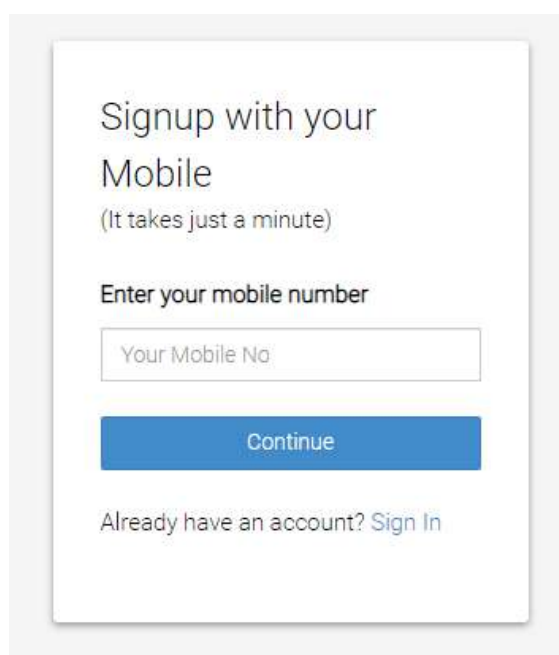
Signup Screen

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

Enter OTP

4. Next, enter the OTP you receive on your mobile number in the **Enter OTP** field and then click the **Verify** button. The following screen displays after clicking the **Verify** button:

   Note: Ensure you enter the OTP in the field before the timer, displayed under the **Verify** button, runs out of time.

DigiLocker Signup Credentials Screen

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

DigiLocker Account Creation Message

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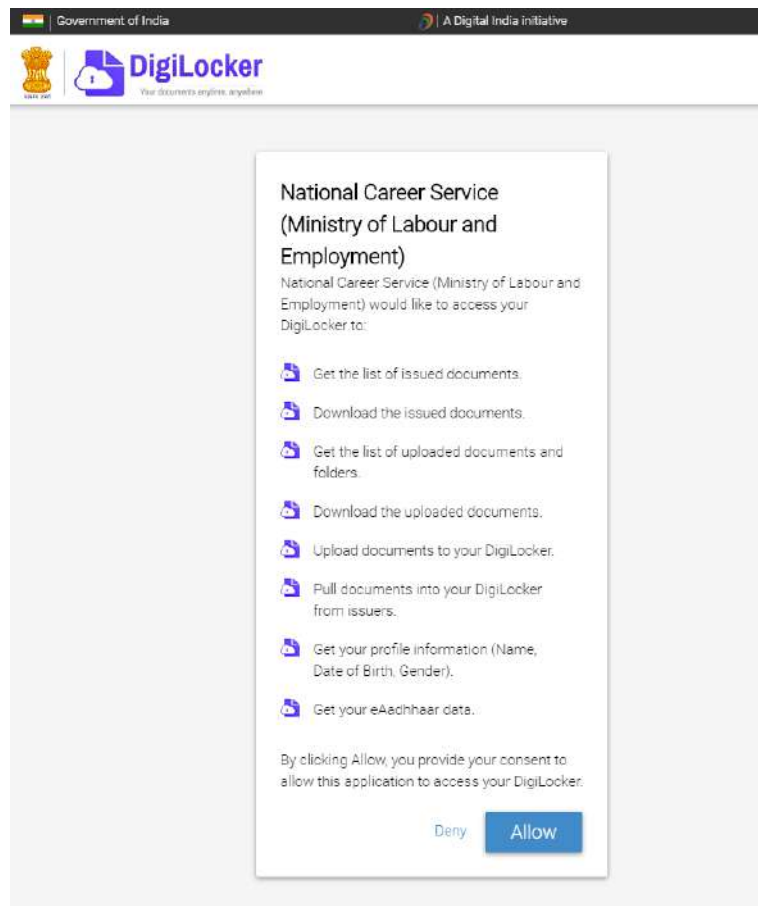
Consent for Accessing DigiLocker

7. Read the message displayed on the screen and then click the **Allow** button. You are navigated back to the NCS portal.

   Note: By clicking the **Allow** button, you are allowing the NCS portal to access your DigiLocker account and the documents stored there.

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

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:
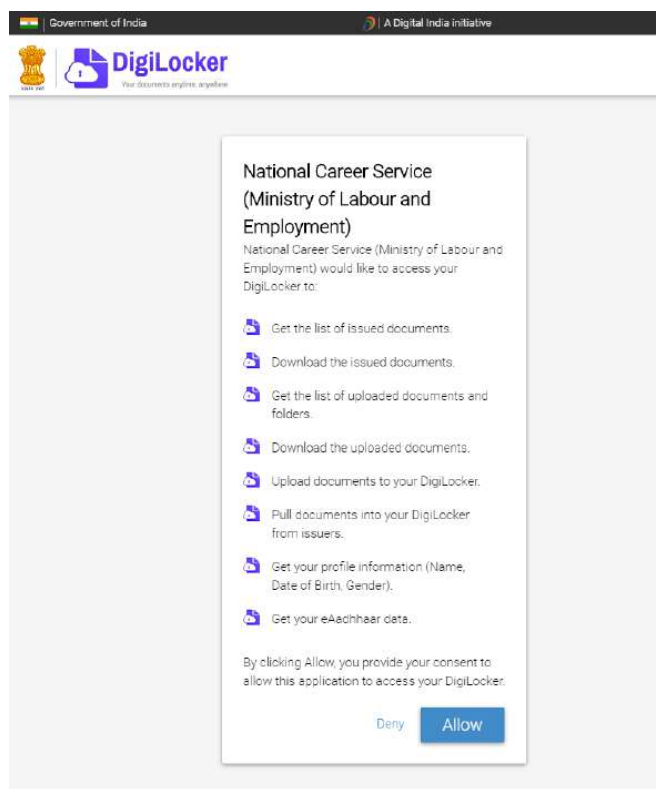
Consent for Accessing DigiLocker

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.

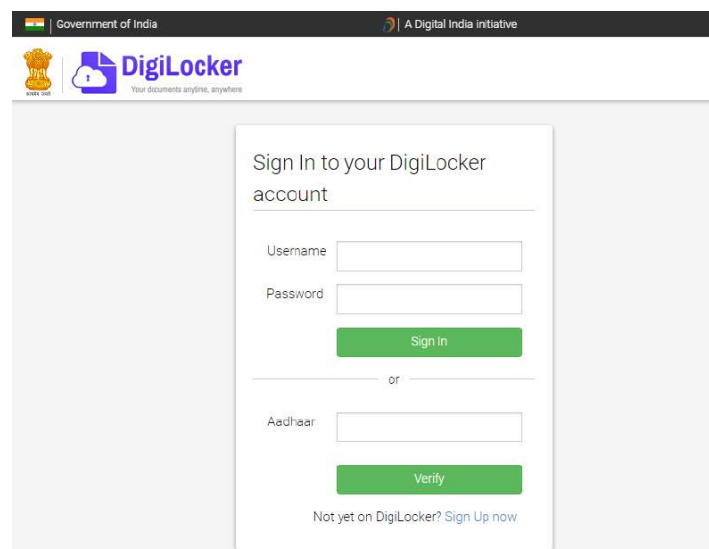   All the **DigiLocker connect** link labels are now changed to **Upload**. This indicates that your NCS and DigiLocker accounts are now connected. You can now upload your documents to DigiLocker application directly from the NCS portal.

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.
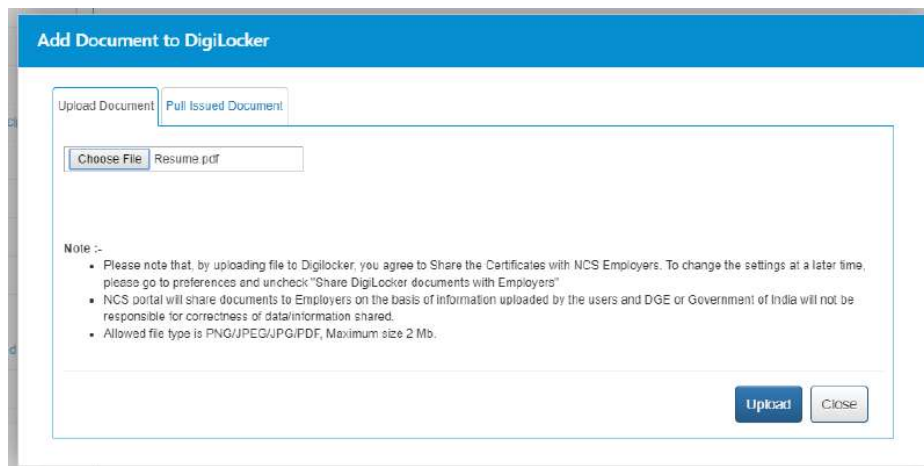
Follow these steps to pull your issued documents from DigiLocker:

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.
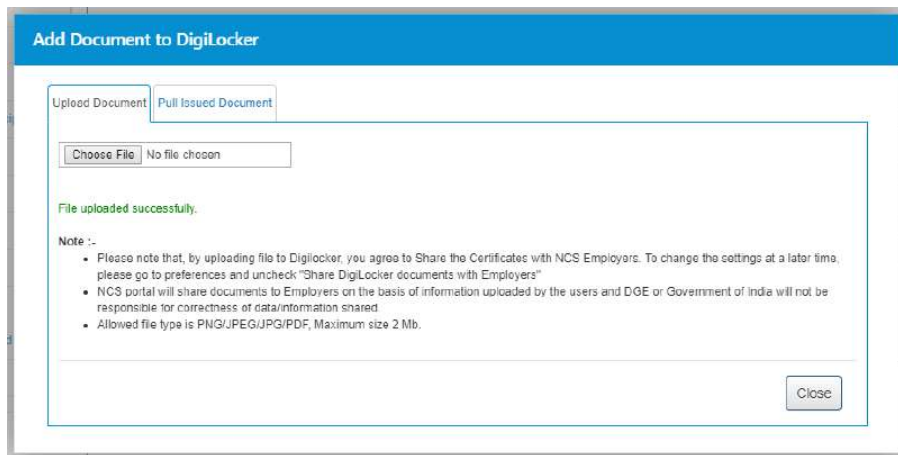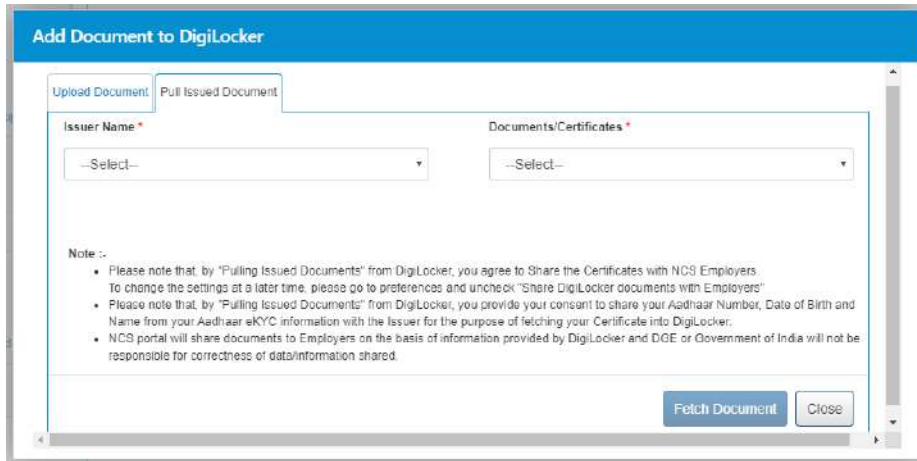
Pull Issued Document Tab

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.
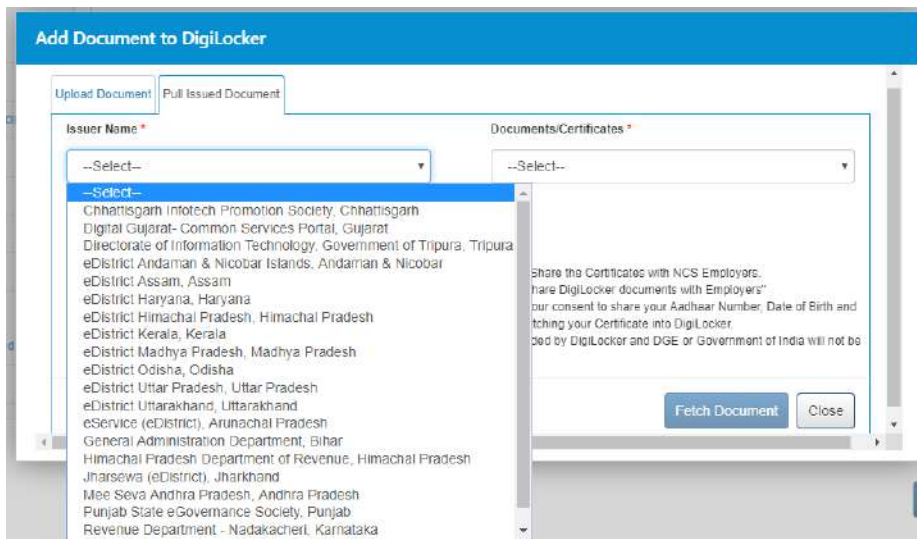

Issuer Name Drop-down List

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:
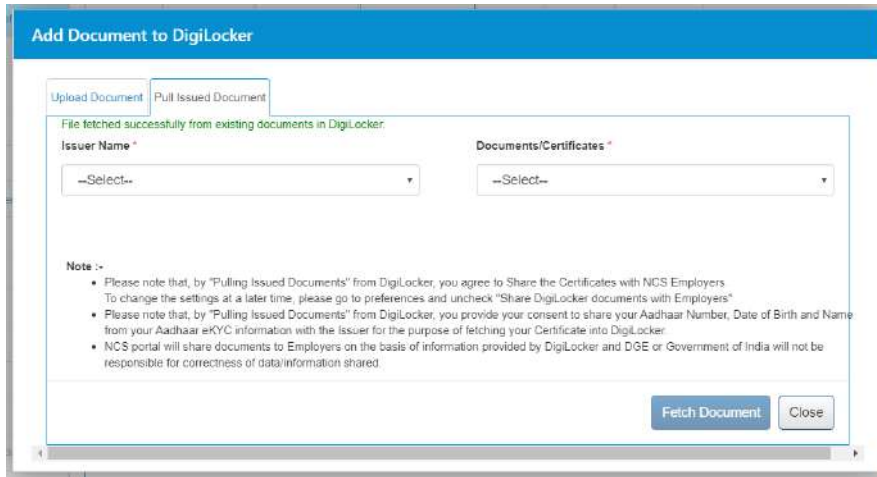
Fetch Document Successful Message

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.
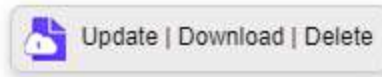
6. Click the **Close** button.

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.
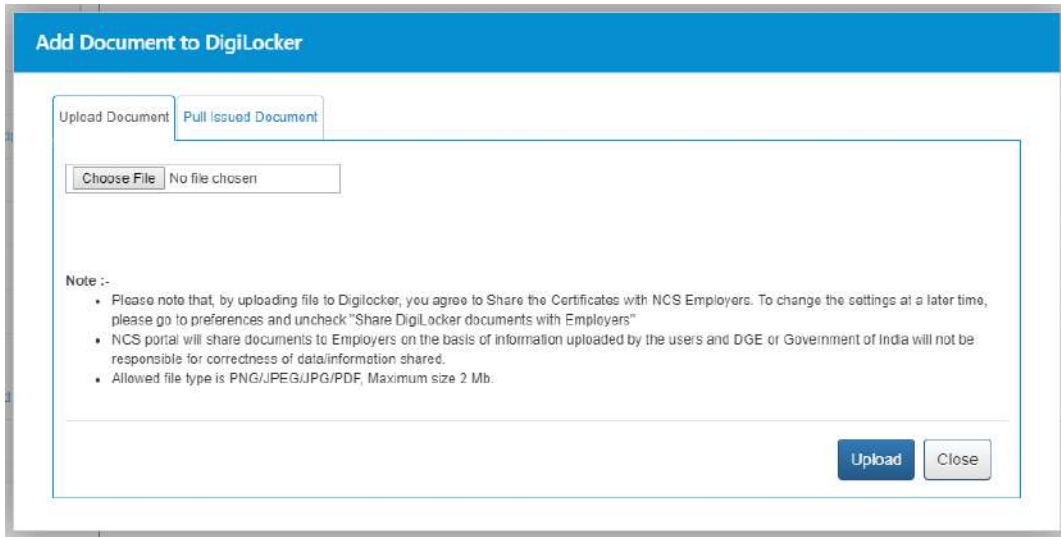
27.5 Updating Existing Documents on DigiLocker

You might want to update documents that you have are 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.
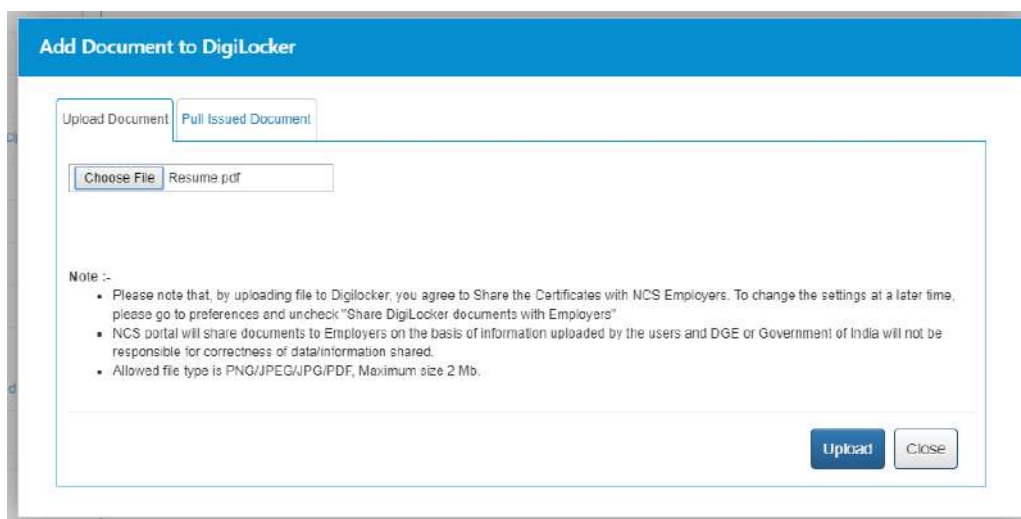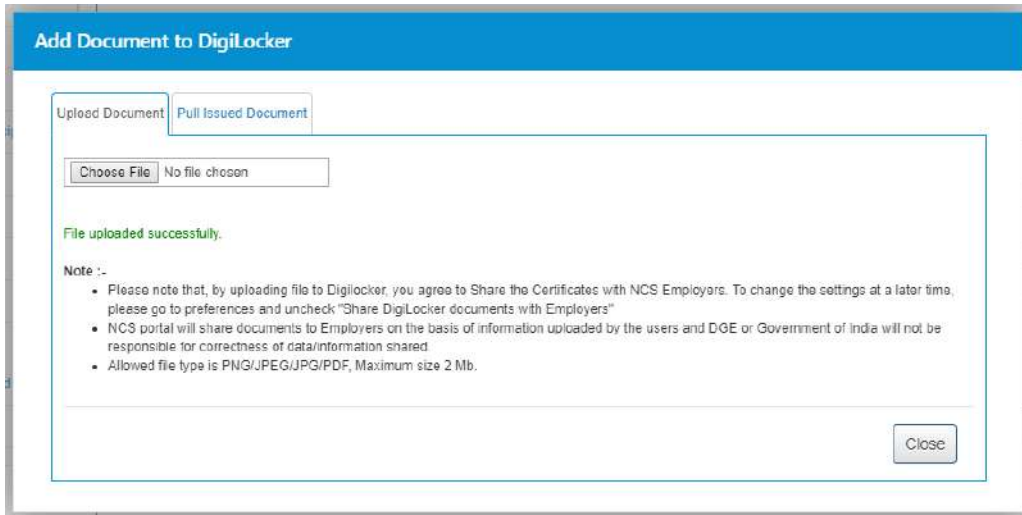
Upload Document Tab

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.
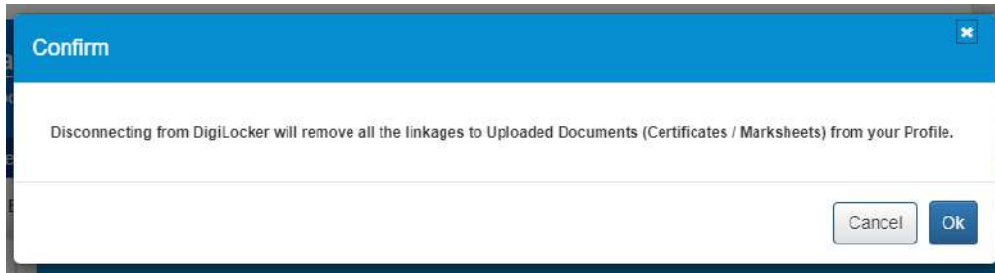
27.7 Disconnecting from DigiLocker

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.
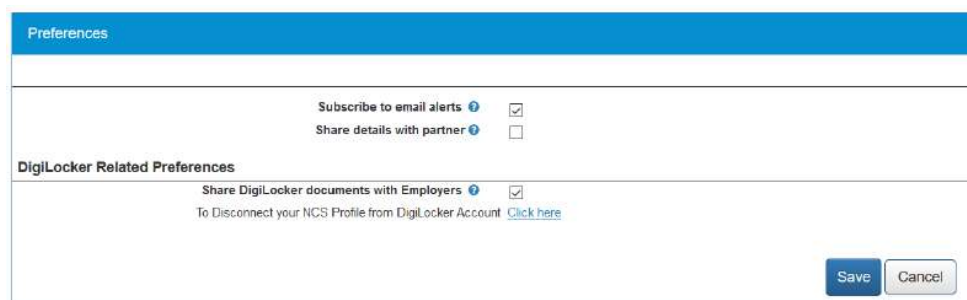
Preferences Screen

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.
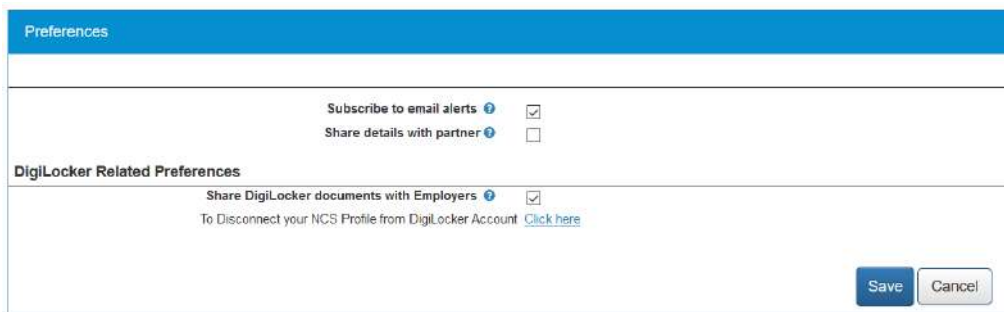
Preferences Screen

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.