

National Career Service Portal

User Manual – JOBSEEKER v5.1

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1. Overview

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

The jobseeker module covers the following functionality:

- Access the Application
- Signup/Registration
- Log into the NCS Portal
- View/Edit Jobseeker Profile
- Search Jobs
- Jobs Applied
- My Interview
- Job Preferences
- Feedback on Local Services
- Events
- Grievances
- Cases
- Assessment Tool
- My Appointments
- Announcements
- Job Fair participation
- Change Password
- Reports & Documents
- Profile (View & Download Profile and I-card)

2. Getting Started

2.1 Access the Application

To access the NCS portal, type the following website address or Uniform Resource Locator (URL) in the address bar of your Internet browser: <http://www.ncs.gov.in/>. The Home page of the NCS portal displays.



NCS Portal Home Page

2.2 Signup/Registration

As a jobseeker, you need to register yourself on the NCS portal before you can avail the facilities provided by the portal. The **New User? Sign Up** button on the Login section of the portal's Home page allows you to initiate the registration process. As per the registration process, you get to create a password and generate a user name for all your future logins. Your login credentials also enable you to make use of other functionalities of the NCS portal.

The screenshot shows a 'Login' page with a blue header. Below it are two input fields: 'User Name' with a user icon and 'Password' with a lock icon. To the right of the password field is a 'Sign In' button. Below these fields are links for 'Forgot Password | Username?' and 'NCS Users Login Here'. A prominent orange button labeled 'New User? Sign Up' is centered below the links. Further down, there's a section titled 'Registration Help - Videos' with a dropdown menu set to '--Select--' and a 'View' button. At the bottom, there are two orange buttons: 'IMPORTANT NOTICE' on the left and 'Caution Against Fraud' on the right.

Login Section

1. Click the **New User? Sign Up** button from the **Login** section. The **Register As** screen displays.

The screenshot shows a 'Register As' screen with a blue header. Below it is a white form area containing a label 'Register As*' and a dropdown menu with the placeholder text '--Select--' and a downward arrow icon.

Register As Screen

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

Registration

Register As*

First Name *

Middle Name

Last Name

Gender * Male Female Transgender

Unique Identification(UID) Type*

Unique Identification(UID) Number *

Date of Birth *

Guardian/Father's Name *

Highest Education Level *

State *

Email ID

Mobile Number *

Password *

Retype Password *

Choose Your Username *

Job Preference/Key Skills*
To add multiple Key Skills use semicolon (";") as separator

Enter Security Code *

Type Captcha:

I agree to terms and conditions [click here](#)

Registration Screen

3. Enter your first name
4. Enter the middle name
5. Enter the last name
6. Select the appropriate gender radio button

7. Select the Unique Identification type (PAN card, Aadhaar card or Others) from the drop-down list

Note: Selecting the Others option enables you to choose any one of the following identification type: Voter's Identity Card, Passport, Driving License, or UAN Number.

8. Enter Unique Identification number based on the Unique Identification type

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

9. Select your date of birth from the calendar

10. Enter guardian or father's name

11. Select your highest education level from the drop-down list

Note: The Education field only displays when you select one of the following options from Highest Education Level drop-down list: Diploma After 12th, Graduate, PG Diploma, Post Graduate, or PhD. Further, additional fields display based on the option selected from the Education drop-down list.

Note: The profile of a jobseeker in the NCS portal is defined either as a [Basic profile](#) or an [Advanced profile](#). This is based on the option you select from the Highest Education Level drop-down list. Selecting any one of the following options: No Schooling, Up to 8th, Up to 9th, 10th, 11th, 12th, Diploma after 10th, or ITI creates a Basic user profile. Selecting an option such as: Diploma after 12th, Graduate, PG Diploma, Post Graduate, or PhD, creates an Advanced profile.

12. Select a state from the drop-down list

13. 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.

14. Enter your Email ID

15. 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.

16. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %).

17. Retype the same password for confirmation

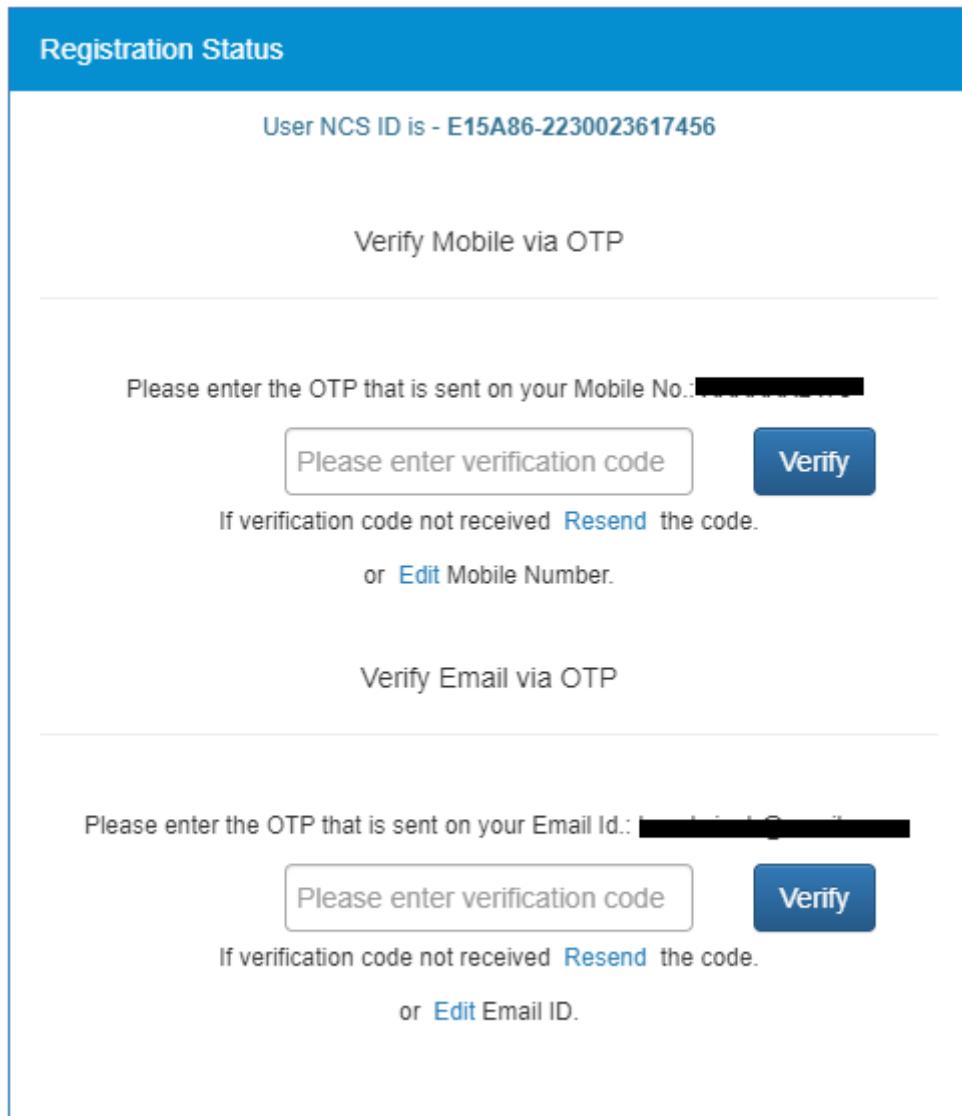
18. Select the username option that would be used for logging in to the NCS portal

19. Enter your job preferences or key skills (enter multiple skills as required)

20. Enter security code as shown in the displayed image

21. 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.

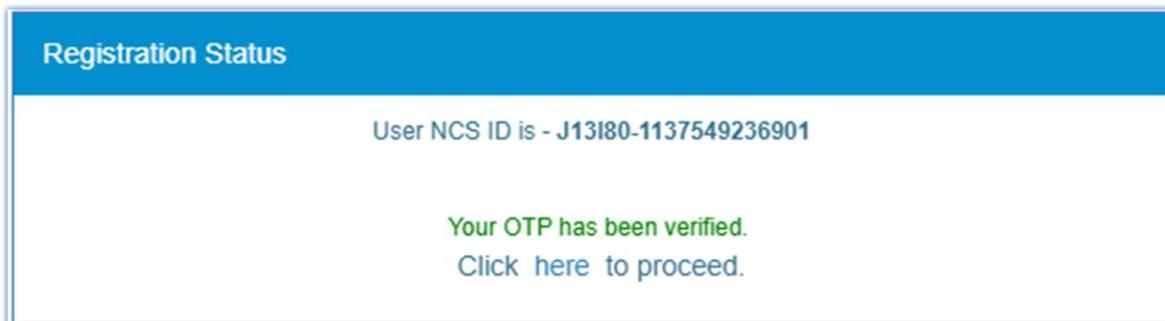
22. Click the **Submit** button. After successful registration the **Registration Status** screen displays and a One Time Password (OTP) is send to your mobile number and also to your email ID (if mentioned during the registration).



Registration Status Screen

23. Enter the OTP verification code received on your registered mobile number and then the OTP which you receive on your email ID (if mentioned during the registration) by clicking the respective **Verify** button.
Note: Whenever an email ID is added (during the registration process or later on) or is updated, the same needs to be verified by you.
Note: Click the **Resend** link, if you don't receive the OTP.
24. Updating mobile number while OTP verification, with a Mobile Number that is already registered and verified on NCS, a validation message will appear “The mobile number is already in use. Please try with different mobile number.”
25. If a mobile number is associated with multiple NCS accounts, then when you log in with any of these accounts you have to verify mobile number again and as soon as Mobile OTP is verified for one of the accounts, and you try to login into another account, then you will be redirected to the following screen (instead of the OTP Page).

26. Click the **Submit** button. Your account is created successfully.

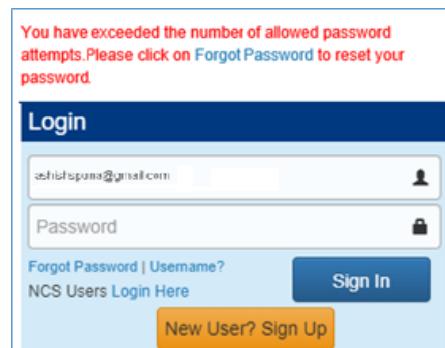


Successful Registration Notification

2.3 Log into the NCS Portal

1. Enter login ID
2. Enter password
3. Click the **OK** button. This displays the **Home** screen for a jobseeker.

Note: If you consecutively enter the wrong password for nine times your account will be blocked. In such a case the **Forgot Password** option is enabled that allows you to reset your password.



Reset Password Notification

The screenshot shows the Jobseeker Home Screen. On the left is a sidebar with links like Home, Jobseeker (highlighted), Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, Govt. Dept., Reports & Documents, Trainings at NICS, and Grievance. The main area has a 'Search Jobs' section with fields for Keyword*, Sector, Experience, Job Location (All India or Select Location(s)), and a survey link. To the right is a 'Profile Completeness' section showing 70% Complete with a progress bar and an 'Update Profile' button. Below it is a 'Recent Job Applied' section stating no recent applications. A 'Job Recommendations' section shows a message to update and get recommendations. A 'Manuals' section on the far right lists Handbook, Registration Flowchart, Detailed User Manual, and Job Fair Manual.

Jobseeker Home Screen

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

2.4.1 Check Profile Completeness

Click the **Help** link, from the **Profile Completeness** section, to find out the details of your profile's current completeness. This displays the following **Help** pop-up.

Profile completeness weightage depends on following points :-					
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	
			Not Provided	0	Education History Missing
Education with Specialization	Education Tab	No	Partial	5	Education History Incomplete
			Full (all Educational Details according to Highest Education. Refer section below)	10	
			Not Provided	0	Communication Address- Incomplete
Communication Address - State	Communication Tab	Yes	Is Available	10	
			Not Provided	0	
Verified Mobile	Personal Info Tab	Yes	Is Available	10	
			Not Verified	0	Mobile number is not verified
Verified Email	Personal Info Tab	No	Is Available	10	Email is not verified.
			Not Verified	0	
Total Experience	Experience Tab	No	Is Available	10	Total Experience (Years) Missing
			Not Provided	0	
			Not Provided	0	Experience History Missing
Experience Details	Experience Tab	No	Partial	5	Experience History Incomplete
			Full (sum of all Experiences more than or equal to the Total Experience)	10	
			At least 2 videos (1 "About Me" and 1 one of the other 2) are not approved.	0	Video Profile is not approved.
Video Profile	Video Profile Link in Left Navigation	No	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.

2.4.2 Update Profile

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



To Update Profile Click “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.

The screenshot shows the Jobseeker profile interface. On the left is a sidebar with links like Home, Jobseeker, Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, Govt. Dept., and Reports & Documents. Under 'Trainings at NICS', there are links for 'View/Update NCS Profile', 'Video Profile', 'Search Jobs', 'Jobs Applied', 'Find Skill Provider', 'Find Counsellor', 'My Interviews', and 'Job Fair / Event'. The main content area has tabs for Experience, Education & Training, Personal Info, Communication, and My References. The 'Experience' tab is selected. Below it, under 'Work Experience', there's a section for 'Key Skills*' containing a text input with 'carpenter; DRIVER' and a list of instructions. To the right, a vertical bar labeled 'Incomplete Fields' lists three items: 'Key Skills Incomplete (less than 5)', 'Education History Incomplete', and 'Experience History Missing'. At the bottom, there are dropdowns for 'Total Experience *' (1 year, 3 months) and 'Last Updated On' (08/07/2020).

Information Required Fly-Out

This fly-out is based on toggle control (click the label to open or close it) and lists links to incomplete fields of your current profile.

By clicking the required link, you can directly access the corresponding profile tab (Experience, Education & Training, etc.) and complete the incomplete or missing information there.

Once all the required information is entered in the appropriate fields, the corresponding links on the **Information Required** fly-out disappear accordingly.

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

2.5 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.

The screenshot shows the Jobseeker dashboard. The sidebar includes links for Home, Jobseeker, Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, Govt. Dept., and Reports & Documents. Under 'Trainings at NICS', there are links for 'View/Update NCS Profile', 'Video Profile', 'Search Jobs', 'Jobs Applied', 'Find Skill Provider', 'Find Counsellor', 'My Interviews', 'Job Fair / Event', 'Cases', 'Online Trainings', and 'Feedback on Local Services'. The main content area has sections for 'Search Jobs' (with Keyword, Sector, Experience, Job Location, and a 'Click here to take survey' button highlighted with a red box), 'Job Recommendations' (with a message 'Click here to update and get job recommendations.' and 'No jobs found for set criteria.'), and 'Profile Completeness' (showing 80% Complete and a 'Help' link). To the right, there are sections for 'Recent Job Applied' (listing 1 job applied in last 30 days), 'Manuals' (Handbook, Registration Flowchart, Detailed User Manual, Job Fair Manual), and another 'Incomplete Fields' fly-out.

2.6 Basic and Advanced Profiles

The NCS portal supports two types of profiles for jobseekers namely a Basic profile and an Advanced profile. The highest level of education specified during the registration process identifies the type of profile that would be created.

Here are characteristics of both the jobseeker profile types and the procedure to switch from one profile to another.

2.6.1 Basic Profile

If the highest level of education defined at the time of registration is: Up to 9th, 10th Pass, 12th Pass, ITI, and Diploma after 10th - a Basic user profile is created.

Once you are registered with the Basic profile and then log into the NCS portal, the system will only display all the tabs, except for the My References tab, as a part of the [View/Update Profile](#) feature.

Save **Cancel**

Work Experience

Key Skills* <input type="text" value="Diesel Electric Crane Driver"/> <ul style="list-style-type: none"> • Add Key Skills from your Education and Work Experience. • Key Skills to be single word. • Use semi colon as separator. • ex: Java; Data-Entry; Accounts; Sales etc.
Total Experience * Year(s) <input type="text" value="1"/> Month(s) <input type="text" value="1"/> Last Updated On <input type="text" value="03/01/2020"/>
Available to Join in (in Days) * <input type="text" value="1"/> Current/Last Job Title <input type="text"/>
Current/Last Salary ₹ <input type="text"/> Current Salary Duration Type <input type="text" value="--Select--"/>
Current Employer Organisation Type * <input type="text" value="Others"/> Currently Seeking a Job <input checked="" type="checkbox"/>

Employment History

				Edit
Sector	Accommodation And Food Service Activities	Employment Organisation Type	Central Government	
Employer Name	aaa	Designation	aaaaaa	
Job Description		Nature of Job	Full Time	
Functional Role		Experience Type	Others	
Start Date	6/11/2019	End Date	19/11/2019	
Key Responsibilities		Leaving Reason		
Is Current Job	No	Pay on Leaving		

+ Add More

Preferences

Preferred Location <input type="text" value="Please enter City or State"/> <p>Note:</p> <ul style="list-style-type: none"> • For All India location do not select anything. • Multiple locations can also be selected.
Job Nature <input type="text" value="--Select--"/> Shift Timings <input type="text" value="--Select--"/>

Save **Cancel**

Profile Tabs for a Basic Profile

To Change Profile from Basic to Advanced

The **Education & Training** tab displays the **Highest Education Level** drop-down list. The default value in this list is the option that was selected during the registration process.

By selecting any one of the following options: Diploma after 12th, Graduate, PG Diploma, Post Graduate, or PhD, and clicking the Save button, the Basic profile is changed to an Advanced profile.

2.6.2 Advanced Profile

If the highest level of education defined at the time of registration is: Diploma after 12th, Graduate, PG Diploma, Post Graduate, or PhD – an Advanced user profile is created.

Once you are registered with the Advanced profile and then log into the NCS portal, the system will display all the tabs as a part of the [View/Update Profile](#) feature. The tabs that display include: the Experience tab, the Education and Training tab, the Personal Information tab, the Communication tab, and the My References tab (this particular tab is not available for a user with the Basic Profile).

Experience [Education & Training](#) [Personal Info](#) [Communication](#) [My References](#)

[Save](#) [Cancel](#)

Work Experience

Key Skills*		Diesel Electric Crane Driver	
<ul style="list-style-type: none">• Add Key Skills from your Education and Work Experience.• Key Skills to be single word.• Use semi colon as separator.• ex: Java; Data-Entry; Accounts; Sales etc.			
Total Experience *	Year(s)	Month(s)	Last Updated On
1	1	1	03/01/2020
Available to Join in (in Days) *	1	Current/Last Job Title	
Current/Last Salary ₹		Current Salary Duration Type	--Select--
Current Employer Organisation Type *	Others	Currently Seeking a Job	<input checked="" type="checkbox"/>

Employment History

Sector	Accommodation And Food Service Activities	Employment Organisation Type	Central Government
Employer Name	aaa	Designation	aaaaaa
Job Description		Nature of Job	Full Time
Functional Role		Experience Type	Others
Start Date	6/11/2019	End Date	19/11/2019
Key Responsibilities		Leaving Reason	
Is Current Job	No	Pay on Leaving	

[+ Add More](#)

Preferences

Preferred Location	Please enter City or State	
Note:		
<ul style="list-style-type: none">• For All India location do not select anything.• Multiple locations can also be selected.		
Job Nature	--Select--	Shift Timings
	--Select--	--Select--

[Save](#) [Cancel](#)

Profile Tabs for an Advanced Profile

To Change Profile from Advanced to Basic

The **Education and Training** tab displays the **Highest Education Level** drop-down list. The default value in this list is the option that was selected during the registration process.

By selecting any one of the following options: Up to 9th, 10th Pass, 12th Pass, ITI, and Diploma after 10th and clicking the Save button, an Advanced profile is changed to a Basic profile.

Note: Once the profile is changed from Advanced to Basic the **My References** tab is no longer available to the user.

2.7 View/Update Jobseeker Profile

This link allows you to view and update your profile. Remember if you are a user with the Advanced profile, all tabs will be visible but the **My Preferences** tab will not be available if you are a user with the Basic profile. For more information on profiles view the [Basic and Advanced Profiles](#) section.

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

Save **Cancel**

Work Experience

Key Skills*

Diesel Electric Crane Driver

- Add Key Skills from your Education and Work Experience.
- Key Skills to be single word.
- Use semi colon as separator.
- ex: Java; Data-Entry; Accounts; Sales etc.

Total Experience * Year(s) Month(s) Last Updated On 03/01/2020

Available to Join in (in Days)* 1 Current/Last Job Title

Current/Last Salary ₹ --Select--

Current Employer Organisation Type* Others Currently Seeking a Job

Employment History

[Edit](#)

Sector	Accommodation And Food Service Activities	Employment Organisation Type	Central Government
Employer Name	aaa	Designation	aaaaaa
Job Description		Nature of Job	Full Time
Functional Role		Experience Type	Others
Start Date	6/11/2019	End Date	19/11/2019
Key Responsibilities		Leaving Reason	
Is Current Job	No	Pay on Leaving	

[+ Add More](#)

Preferences

Preferred Location

Please enter City or State

Note:

- For All India location do not select anything.
- Multiple locations can also be selected.

Job Nature

--Select-- Shift Timings --Select--

Save **Cancel**

Experience Screen

- Select the total years of experience from the drop-down list
- Enter the days you would take to join the new job (notice period)
- Enter the professional title for the current/last job
- Enter the current/last salary
- Select the current salary duration type from the drop-down list
- Select the employer type of the current employer from the drop-down list
- 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. If your Highest Education level is Advance 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.

+ Experience

Employer Name* Shreyas solutions india pvt ltd

Employer Address* A 7 103 Greater noida

State* Arunachal Pradesh

District* --Select--

Employment Organisation Type* Private

Designation* Sr Testing Engineer

Nature of Job* Full Time

Sector* Other Service Activities

Functional Area* Internal security

Functional Role* Airport X Ray Qualified Staff

Start Date* 01/03/2014

End Date* 12/11/2020

Is Current Job

Key Responsibilities

Update **Delete** **Cancel**

Add Experience Screen When Highest Education is Advance Level

If User's Highest Education level is Basic level, the Experience pop up will show lesser fields to fill as shown below. It will not ask user to fill the details like Organization Type, Experience Start Date and End Date etc.

+ Add Education

Education* --Select--

Specialization/Major*

Board/University*

Institute

Entry Date Year Month

Year of Passing* Year Month

Medium of Education* --Select--

Nature of Course* --Select--

Grade/Percentage/ Percentile

Grade/Percentage/ Percentile

Save **Cancel**

Add Experience Screen When Highest Education is Basic Level

Note: if Highest Education Level is among Up to 9th, 10th Pass, or 12th Pass, your Experience History pop up will have lesser fields to fill like Employer Name, Employer Address, State, District, Start Date, End Date and Key responsibilities.

The screenshot shows a modal window titled '+ Experience'. It contains fields for Employer Name, Employer Address, State, District, Start Date, End Date, Is Current Job (checkbox), and Key Responsibilities. There are 'Select' dropdowns for State and District, and 'Select from calendar' buttons for Start Date and End Date. The 'Key Responsibilities' field is a large text area. At the bottom right are 'Save' and 'Cancel' buttons.

On the other hand, if you have higher level of education i.e. above 12th then Experience History pop up will have some added more fields related to your job experience like Employment Organization Type, Sector, Functional Area, Functional Role, Designation, and Nature of Job.

The screenshot shows a modal window titled '+ Experience'. It includes all the fields from the previous form plus additional ones: Employment Organisation Type, Designation, Nature of Job, Sector, Functional Area, Functional Role, and a note about Sectors. The layout is similar, with 'Select' dropdowns for State and District, and 'Select from calendar' buttons for Start Date and End Date. The 'Key Responsibilities' field is a large text area. At the bottom right are 'Save' and 'Cancel' buttons.

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.

Experience Education & Training Personal Info Communication My References

Save Cancel

Education & Training Details

Highest Education Level * Graduate ▾

Education History
Please click 'Add More' to furnish details

+ Add More

Other Qualifications / Trainings / Courses
Please click 'Add More' to furnish details

+ Add More

Assessment Report
Check this space for results after completing the test

Save Cancel

Education & Training Screen

15. Select the highest education level from the drop-down list and then click the **Save** button.
16. Click the **Add More** button, to add your education details. The **+ Add Education** pop-up displays.

+ Add Education

Education*	--Select--	Specialization/Major*	--Select--
Board/University*	[Input Field]		
Entry Date	Year	Month	Year
Medium of Education*	--Select--	Nature of Course*	--Select--
Grade/Percentage/ Percentile	--Select--	Grade/Percentage/ Percentile	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

+ Add Education Pop-up

17. Select an education level from the drop-down list
18. Select specialisation 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

Certificate Name* E.g. Electronics Mechanic

Year* Year ▾

Issued By* E.g. ITI

Duration in Months

Further Details E.g. Electrician, Fashion designer

Maximum 1000 Characters are Allowed.

Save **Cancel**

The screenshot shows a blue header bar with the text '+ Other Qualifications / Trainings / Courses'. Below it is a white form area with several input fields. On the left, there's a label 'Certificate Name*' followed by a text input field containing 'E.g. Electronics Mechanic'. To its right is a label 'Year*' next to a dropdown menu set to 'Year'. Below these are two more input fields: 'Issued By*' with 'E.g. ITI' and 'Duration in Months' which is currently empty. On the far left is a label 'Further Details' with a text input field containing 'E.g. Electrician, Fashion designer'. At the bottom of this section is a note 'Maximum 1000 Characters are Allowed.'. At the very bottom right of the form are two buttons: a dark blue 'Save' button and a light blue 'Cancel' button.

+ 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.

Experience Education & Training Personal Info Communication My References

Personal Information

First Name *	rahul		Select image
Middle Name	tyagi		
Last Name	singh	Your NCS ID is : J12C65-1122453270528	
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender		
Date of Birth *	09/03/1989	<input type="button" value="Calendar"/>	
Email ID	[REDACTED]	Mobile Number *	+91 [REDACTED]
		Verification Successful	
Marital Status*	Married	Spouse's Name	[REDACTED]
Guardian/Father's Name *	sharma g	Mother's Name	[REDACTED]
Religion *	Hinduism	Category *	OBC
Upload your CV	<input type="button" value="DigiLocker Connect"/>	Upload Caste Certificate	<input type="button" value="DigiLocker Connect"/>

Unique Identification

Type	Number	Name as on UID	DigiLocker Document	Verification Status
Aadhaar Card	XXXXXXXXX2121	rahul tyagi singh	<input type="button" value="DigiLocker Connect"/>	Edit

Physical Attributes

Are you Differently abled (PwD)? No Yes

Disability Type *	OH	Additional Disability Type	--Select--
Working Capacity *	4-5 hrs		
Partial Disability / Full Disability *	Partial	Disability Percentage *	Less than 40%

Do you have a certificate? No Yes

Certificate Number *	38490505	Certificate Issue Date *	09/01/1997
Certificate Issued By *	Delhi Government	Upload Differently Abled Certificate	<input type="button" value="DigiLocker Connect"/>

Miscellaneous

Employment Status *	Employed	Primary Language *	Hindi
Are you a Government Services Retiree?	<input type="checkbox"/>	Are you an Ex-Serviceman?	<input type="checkbox"/>

Save **Cancel**

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 Know your unique identification details
 - i. Click the **Add More** button, if you wish to add a new identification detail. The **+ Unique Identification** pop-up displays.

The screenshot shows a modal dialog titled '+ Unique Identification'. At the top left is a close button (X). The title bar also contains the text '+ Unique Identification'. Inside the dialog, there are four input fields: 'Type*' with a dropdown menu showing 'Aadhaar Card', 'Name as on KYC*' with the value 'Abhishek Kumari Bl', 'Number*' with the value '878878787878', and a text input field. At the bottom of the dialog are three buttons: 'Update' (blue), 'Delete' (blue), and 'Cancel' (light blue).

+ Unique Identification Pop-up

- ii. Select the Unique Identification number from the drop-down list
 - iii. Enter Unique Identification number
 - iv. Click the **Save** button
48. Check the **Verify AADHAAR** check box, if you wish to verify your AADHAAR number

Note: You can mention details of different identification documents here and even upload the digital copies of those documents to the DigiLocker application.

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

49. Select the **Yes** radio button, if you are differently abled, otherwise select **No** in the **Physical Attributes** section
50. Select type of disability from the drop-down list
51. Select working capacity from the drop-down list
52. Select if you have full or partial disability
53. Select disability percentage from the drop-down list
54. 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.

55. Enter the certificate number
56. Enter the name of the authority that issued the certificate
57. Select the date when the certificate was issued
58. Upload your disability certificate to the DigiLocker application.

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

59. Select the employment status from the drop-down list in the **Miscellaneous** section
60. Select the primary language from the drop-down list
61. Check the **Retired from Govt. Services** check box, if you have retired from government service
62. Check the **Ex-Serviceman** check box, if you are an ex-serviceman
63. Click the **Save** button, to save the entered details
64. Click the **Communication** tab. The **Communication** screen displays.

Save **Cancel**

Current Address

Address 1*	a	Address 2	
Address 3		State*	Nct Of Delhi
District*	Central	Sub-District/Taluka/Tehsil*	Central
City/Village*	New Delhi	Pin Code*	110011
Phone	+91	STD	Landline

Permanent Address Same as above

Address 1*		Address 2	
Address 3		State*	--Select--
District*		Sub-District/Taluka/Tehsil*	
City/Village*		Pin Code*	
Phone	+91	STD	Landline

Save **Cancel**

Communication Screen

65. Enter the address
66. Select a state from the drop-down list
67. Select a district from the drop-down list
68. Select a sub-district, taluka, or tehsil from the drop-down list
69. Select the name of city or village from the drop-down list
70. Enter the pin code
71. Enter the landline number with area code
72. Check **Same as above** check box if your permanent and current address are same
73. Click the **Save** button, to save the entered details
74. Click the **My References** tab to add reference details. The **References** screen displays.

Experience	Education & Training	Personal Info	Communication	My References
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				
References				
Person Name	Email	Designation	Organisation	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+91 <input type="text"/> 10 digit Mobile Numt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+91 <input type="text"/> 10 digit Mobile Numt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+91 <input type="text"/> 10 digit Mobile Numt
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				

References Screen

75. Enter name of your reference
76. Enter Email ID of the reference
77. Enter designation of the referred person
78. Enter name of the organisation where the reference works
79. Enter the ten digit mobile number of the reference
80. Click the **Save** button, to save the entered details

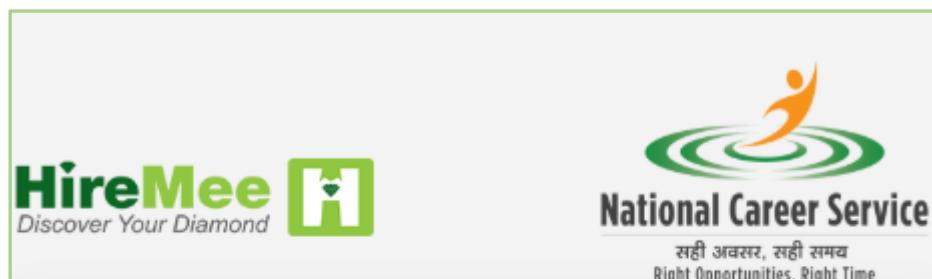
3. Video Profile

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



Login

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

Username* cpnPk7865t

Password*

Email priyamvada18nov@yahoo.co.in

Login

HireMee Login Screen



Abhay
HC272071
NCSID:
J13180-1137549236901

🎥 Create/Upload Video Profile

🖼️ Video Profiles

Video Profile

Abhay

About Myself



Status : Approved

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

Legend: Rejected Profile Profile Set As Viewed
Job ID : **15T75-1213236101923J**
Job Title : **Driver**
About 1 results

[Change Search Criteria](#)
[Reject Profile](#)
[Mark as Viewed](#)
[Shortlist Candidates](#)

Note: • The count may differ from number of application(s). Please wait for a while and refresh the page.
• To view video profiles of a candidate, open the profile and check Personal Information section.

<input type="checkbox"/>	Candidate Name	Employment Status	Experience	Last updated on
<input type="checkbox"/>	 aasha singh	Apprentice - Non Act	3 year(s) 3 month(s)	28/07/2020

Search Candidates Result Screen

14. If 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.

4.1 Search Jobs Link

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.

The screenshot shows the 'Search Job' interface. On the left, a sidebar menu includes links like 'Jobseeker Home', 'View/Update NCS Profile', 'Video Profile', 'Search Jobs' (which is highlighted in blue), 'Jobs Applied', 'Find Skill Provider', 'Find Counsellor', 'My Interviews', 'Job Fair / Event', 'Cases', and 'Online Trainings'. The main search area has a 'Keyword' input field with placeholder text 'ex: Java, Data-Entry, Accounts, Sales etc.' and a note 'Note: Use ; to search for multiple Keywords'. It also has 'Job Location' options ('All India' selected) and 'Expected Salary' dropdowns. To the right, there's a section titled 'Other Recruitment Bodies' featuring logos for 'INDIAN RAILWAYS', 'PUBLIC ENTERPRISES SELECTION BOARD', and 'STAFF SELECTION COMMISSION'.

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

- [Jobseeker Home](#)
- [View/Update NCS Profile](#)
- [Video Profile](#)
- [Search Jobs](#)
- [Jobs Applied](#)
- [Find Skill Provider](#)
- [Find Counsellor](#)
- [My Interviews](#)
- [Job Fair / Event](#)
- [Cases](#)
- [Online Trainings](#)
- [My Appointments](#)
- [Feedback on Local Services](#)
- [Announcements](#)
- [Templates](#)
- [Job Fair / Event Participation](#)
- [Preferences](#)
- [Profile](#)
 - [View and Download CV](#)
 - [I-Card](#)

Search Job

Keyword ex: Java; Data-Entry; Accounts; Sales etc
Note: Use ; to search for multiple Keywords

Job Location All India Select Location(s)

Expected Salary --Select--
Salary Type (in ₹)

Organisation Type All Jobs

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

Functional Area --Select--

Functional Role --Select--

From Posted Date

To Posted Date

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

Age (In years) Age (in years) **Highest Education Level** --Select--

Shift Timings --Select-- **Gender** --Select--

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

Disability Type --Select-- **Partial Disability / Full Disability** --Select--

[Hide Advanced Search ▲](#) **Search** **Clear** **Reload Search** **Save Search Criteria**

Other Recruitment Bodies

INDIAN RAILWAYS

PUBLIC ENTERPRISES SELECTION BOARD

STAFF SELECTION COMMISSION

Job Search Results

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

Jobs

Direct Job Postings on NCS Job Postings by NCS Partners

Sort : Freshness

1 2

About 10 pages

Carpenter (2 - 7yrs)

Company: Zindal Furnitureess (Registered with MCA)
Job Location: Ghaziabad; Uttar Pradesh
Salary: Not Specified
Skill Required:
CARPENTER

Job Description:
A great job title typically includes a general term, level of experience and any special requirements. The general term will optimize your job title to show up in a general search for jobs of the same nature. The level of experience will help you attract the most qualified applicants by outlining th...
[Read more...](#)

Posted On 28/7/2020

Driver

Company: PREKSHA Solutions
Job Location: Karnataka
Salary: Not Specified
Skill Required:
Driver;hindi;ENGLISH;Kannada;Driver experience

Job Description:
Looking for Driver who can speak Hindi English 8 HRs of Working Hours.. Looking for Driver who can speak Hindi English 8 HRs of Working Hours.. Looking for Driver who can speak Hindi English 8 HRs of Working Hours..
[Read more...](#)

Posted On 28/7/2020

Refine your Search [Clear All](#)

Education with specialization

B.Sc.
 Maths

B.D.S.
 Dentistry

B.H.M.

Sector

Not Specified
 Entertainment And Recreation
 Arts
 Gas
 Steam And Air Conditioning Supply
 Electricity

Organisation Type

Private
 Government

Functional Area

Others
 Casual Labour
 Construction
 Food Manufacturing

Job Search Results

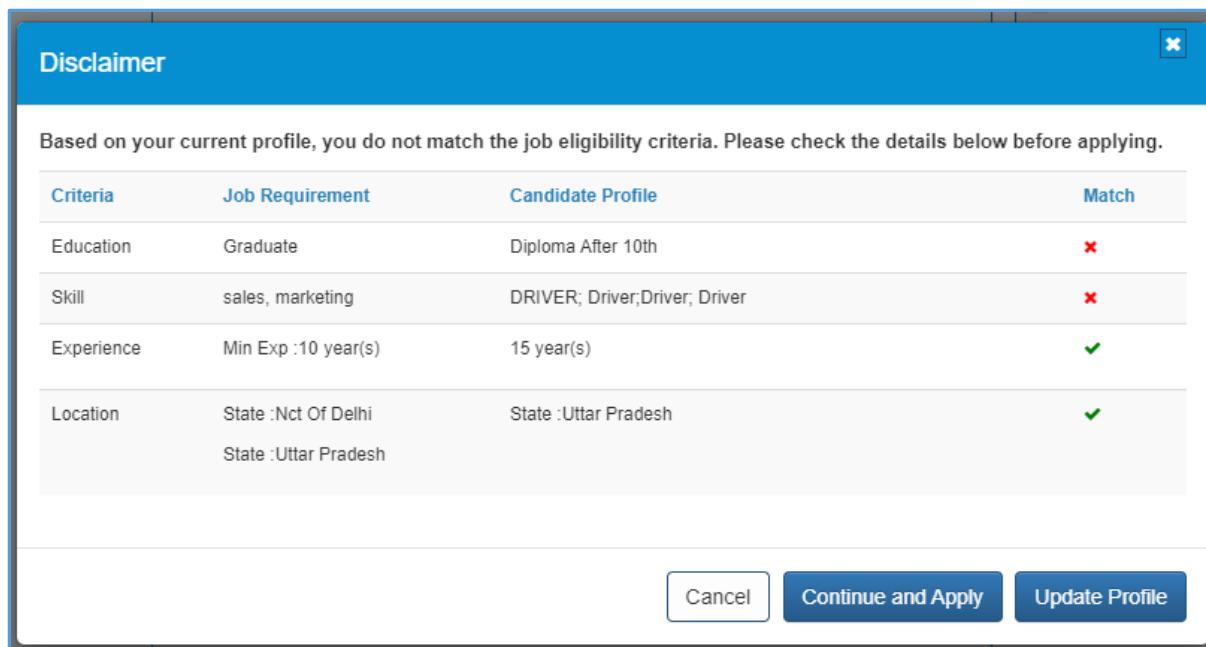
5. Click the **Read more...** link of a job, to view its details.
6. Click the **Apply** link of a job, to apply for it.

Note: For each job displayed in the Job Search Results screen the salary is displayed on an annual basis (if the salary range is mentioned for that job post).

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

Now, the NCS portal evaluates your eligibility for the said job posting on the following parameters: **Education**, **Skill**, **Location**, and **Experience**. If, your current profile meets all of these parameters, your job application goes through.

However, if your profile does not match with the said job eligibility parameters, the portal displays the following Disclaimer pop-up.



Disclaimer Pop-up

The **Disclaimer pop-up** displays the parameter(s) that match with the job requirement (green tick mark) along with the parameter(s) that do not match with the job requirement (red cross mark).

By doing so, the NCS portal is prompting you to apply for the job posts as per your profile parameters. The portal is also suggesting you to take necessary steps for applying for the job even if your current profile does not match the job requirement eligibility criteria.

In this situation, you have the following three options:

- Click the **Cancel** button to close the pop-up and not apply for the job
- Click the **Continue and Apply** to apply for the job despite the eligibility mismatch
- Click the **Update Profile** button and update the profile before coming back to apply for the job

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

4.2 Vacancies by Category

The Find Job Vacancies by section of the portal Home page allows you to find jobs available in specific job categories. Vacancies are categorised on the basis of States and Union Territories, Sectors (Construction, Education, Finance, etc.) and Others (this includes Government jobs, private jobs, and also jobs that are specific to ex-servicemen, differently able persons, and women). This feature enables you to search for particular job openings that match your requirement.

1. Access the Home page and review the **Find Job Vacancies by** section.

Find Job Vacancies By Section

- Click the required job category from the **Find Job Vacancies by** section on the Home page. For example, here the **Others** category is selected and displays related sub-categories.

Job Categories

- Click the required sub-category. For example, here the **Jobs for Differently Abled** sub-category is selected.

Job Sub-categories

- The **Search Job** screen displays, listing the job vacancies from the selected job sub-category.

Search Job

Keyword

Note: Use ; to search for multiple Keywords

Job Location

All India Select Location(s)

Expected Salary

--Select--

Salary Type

Organisation Type

All Jobs

[Advanced Search ▾](#)

Other Recruitment Bodies



INDIAN RAILWAYS



PUBLIC ENTERPRISES
SELECTION BOARD



STAFF SELECTION
COMMISSION

Jobs

Direct Job Postings on NCS Job Postings by NCS Partners

Sort :

1 2

About 10 pages

Carpenter (2 - 7yrs)

Company: Zindal Furnitress (Registered with MCA)
Job Location: Ghaziabad, Uttar Pradesh

Refine your Search

▼ Education with specialization

B.Sc. **Maths**

B.D.S. **Dentistry**

B.H.M.

▼ Sector

Search Job Screen

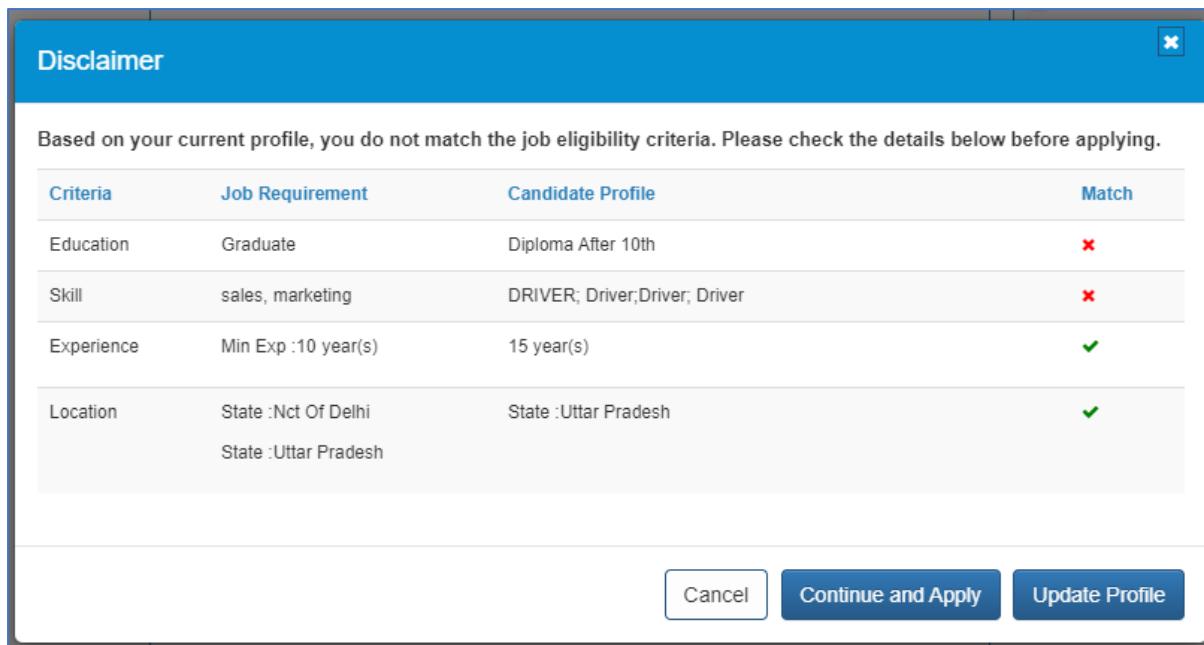
5. Click the **Read more...** link of a job, to view its details.
6. Click the **Apply** link of a job, to apply for it.

Note: For each job displayed in the Job Search Results screen the salary is displayed on an annual basis (if the salary range is mentioned for that job post).

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

Now, the NCS portal evaluates your eligibility for the said job posting on the following parameters: **Education**, **Skill**, **Location**, and **Experience**. If, your current profile meets all of these parameters, your job application goes through.

However, if your profile does not match with the said job eligibility parameters, the portal displays the following Disclaimer pop-up.



Disclaimer Pop-up

The **Disclaimer pop-up** displays the parameter(s) that match with the job requirement (green tick mark) along with the parameter(s) that do not match with the job requirement (red cross mark).

By doing so, the NCS portal is prompting you to apply for the job posts as per your profile parameters. The portal is also suggesting you to take necessary steps for applying for the job even if your current profile does not match the job requirement eligibility criteria.

In this situation, you have the following three options:

- Click the **Cancel** button to close the pop-up and not apply for the job
- Click the **Continue and Apply** to apply for the job despite the eligibility mismatch
- Click the **Update Profile** button and update the profile before coming back to apply for the job

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

4.3 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.

Jobs

Direct Job Postings on NCS Job Postings by NCS Partners Sort : Freshness ▾

Software Developer is needed **Apply**

Company: DGETemp (Registered with DGETemp)
 Location: Not Specified
 Salary: Not Specified
 Skill Required:
JAVA

Job Description:
 Software Developer
[Read more...](#) Posted On 15/9/2017

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

Job Details

Job Id : 12Y68-1640403807 | Salary: 10000 - 20000 (₹) | Number of Openings: 3 | Posted on: 13/02/2017 **Apply**

Company Name:	Ashish s Puma	Job Title:	Manager
Organisation Type:	Private	Sector:	Professional, Scientific And Technical Activities
Functional Area:	Oil, Gas & Energy	Functional Role:	Others
Job Description:	Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing Testing		
Required Qualifications			
Minimum Qualification Required: Graduate			
Additional Information			
Total Experience (in years):	8 - 14	Relevant Experience (in years):	2 - 5
Location:	Alayia	Key Skills:	ASSISTANT DRIVER, DRIVER, ATTENDANT DRIVER, BUS DR
Nature of job:	Internship		
Salary ₹:	10000 - 20000	Salary/Wage Type:	MONTHLY
Last date to apply:	02/28/2017 12:00:00 AM	Shift Type:	Day
Available to Join in (in Days):	0		
Gender Preferences:	Male	Marital Status:	Married
Caste:	ST,GEN		
Ex-Serviceman:	No	Number of Vacancies:	3
Is the job for differently abled (PWD) ?	No		
Age/Date of Birth Preference			
As On Date:	02/13/2017 12:00:00 AM		
Age Preferences (in Years):	Min: 16	Max: 21	
Date of Birth Preference:	From: 02/13/1996 12:00:00 AM	To: 02/13/2001 12:00:00 AM	
Apply Print			

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)

4.4 Partner Integration

The job search results displays 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.

Jobs

Direct Job Postings on NCS Job Postings by NCS Partners

Sort : Freshness ▾

Application Software Developer

Apply

Company: Cassius Technologies Private Limited (on behalf of Freshersworld)

Location: Gurugram; Haryana; Faridabad; Ghaziabad; Uttar Pradesh; Kolkata; West Bengal; Mumbai; Maharashtra
Salary: 360000 - 360000

Skill Required:

NA

Job Description:

Job Description:

Describe the job role in details with job responsibilities, skills, and other job descriptions. Do not include your contact details or walk-in info here.

Job Description:
[Read more...](#) Describe the job role in details with job responsibilities, skills, and other job descriptions. Do not inclu...

Posted On 12/12/2018

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

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

Following are the conditions for partner integration:

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

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

Preferences

Subscribe to email alerts
Display Assessment report in profile
 Share details with partner

Save **Cancel**

Share Details with Partner Check Box

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

Disclaimer



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

Cancel

Ok-Proceed

Redirection Message

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

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

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

Preferences

- Subscribe to email alerts Display Assessment report in profile
Share details with partner

Save Cancel

Share Details with Partner Check Box

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

Disclaimer



You will be redirected to the partner's website. Please click "Ok-proceed" to continue. You can check the option "Share details with partners", if you want to get partner's website registration form pre-filled with your details.

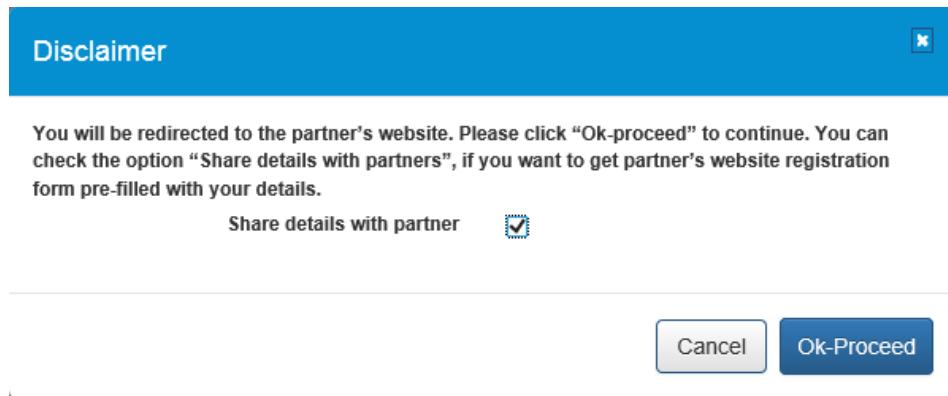
Share details with partner

Cancel

Ok-Proceed

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.

The screenshot shows the Jobseeker Home page with a sidebar on the left containing links like Home, Jobseeker, Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, Govt. Dept., and Reports & Documents. The 'Jobs Applied' link is highlighted. The main content area is titled 'Jobs Applied' and shows two job listings:

- Leather Cutter (5-5 yrs.)** (Active) - Company: Dubey Employer, Location: Pratap Garh 91/158, Biswanath, Sonitpur, Assam. Skills Required: LEATHER CUTTER, LEATHER DIE CUTTER, SHOE PARTS CUT. Applied On: 29/02/2016. Job Description: 1) Lays out, marks, and cuts leather or skins into parts for articles, such as holsters, belts, gun cases, garments and garment trim, surgical appliances, and paint roller covers, using leather knife or shears; Lays leather or skins on cutting table and positions pattern pieces on leather or skins to determine number of cuts. 2) Marks outline of pattern on leather or skins, using pencil. 3) Cuts around outline, using leather knife or shears. 4) Turns screws on strap knife to adjust width of cut when cutting leather for rifle slings and gun case handles. 5) Lays leather side on table, positions dies on leather to obtain maximum number of cuts from side, and strikes die with mallet to cut out part. 6) May stack and tie cut pieces together. 7) May cut parts with guillotine cutter. 8) May punch holes in parts, using kick press. Posted by Abhishek , 26/2/2016.
- Driver, driving (5-10 yrs.)** (Active) - Company: DGET, Location: Nct Of Delhi. Skills Required: Driver. Applied On: 24/05/2016. Job Description: Require a Driver for Education Department, New Delhi. Who can join early in 15 days..

Jobs Applied Screen

Click the **Job Title** link to view details of the applied job.

Click the **Company** link to view details of the company.

6. 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.

6.1 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.

The screenshot shows the My Interviews screen with a sidebar on the left containing links like Jobseeker Home, View/Update Profile, Search Jobs, Jobs Applied, My Interviews (highlighted), Job Preferences, and Feedback on Local Services. The main content area is titled 'My Interviews' and shows one interview request:

- Company: JK Constructions
Interview Mode: TELEPHONIC
Interview Date and Time: 6/15/2015 10:0

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.

6.2 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.

My Interviews

Active

driver (0-0 yrs.)
Company: DCCPLJK
Interview Mode: Telephonic
Interview Date and Time: 30/04/2019 09:04AM - 07:16PM
Interview Status: Active / Not Responded
Interview Request Date: 01 Apr 2019 12:37PM

Carpenter (2-7 yrs.)
Company: Zindal Furnitureess
Interview Mode: Telephonic
Interview Date and Time: 10/04/2019 11:00AM - 02:00PM
Interview Status: Active / Rejected
Interview Request Date: 08 Apr 2019 3:24PM
Interviewee Comments: Rejected -Not available on this date. Please reschedule the interview

Action

Accept

Reject

Action Button Options

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

My Interviews

Active

driver (0-0 yrs.)
Company: DCCPLJK
Interview Mode: Telephonic
Interview Date and Time: 30/04/2019 09:04AM - 07:16PM
Interview Status: Active / Not Responded
Interview Request Date: 01 Apr 2019 12:37PM

Carpenter (2-7 yrs.)
Company: Zindal Furnitureess
Interview Mode: Telephonic
Interview Date and Time: 10/04/2019 11:00AM - 02:00PM
Interview Status: Active / Rejected
Interview Request Date: 08 Apr 2019 3:24PM
Interviewee Comments: Rejected -Not available on this date. Please reschedule the interview

Action

Accept

Reject

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.

6.3 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.

My Interviews

Active

driver (0-0 yrs.) Company: DCCPLJK Interview Mode: Telephonic Interview Date and Time: 30/04/2019 09:04AM - 07:16PM Interview Status: Active / Not Responded Interview Request Date: 01 Apr 2019 12:37PM	Action Accept Reject
Carpenter (2-7 yrs.) Company: Zindal Furnitress Interview Mode: Telephonic Interview Date and Time: 10/04/2019 11:00AM - 02:00PM Interview Status: Active / Rejected Interview Request Date: 08 Apr 2019 3:24PM Interviewee Comments: Rejected -Not available on this date. Please reschedule the interview	Action Accept Reject

Action Button Options

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

My Interviews

Active

driver (0-0 yrs.) Company: DCCPLJK Interview Mode: Telephonic Interview Date and Time: 30/04/2019 09:04AM - 07:16PM Interview Status: Active / Not Responded Interview Request Date: 01 Apr 2019 12:37PM	Action Accept Reject
Carpenter (2-7 yrs.) Company: Zindal Furnitress Interview Mode: Telephonic Interview Date and Time: 10/04/2019 11:00AM - 02:00PM Interview Status: Active / Rejected Interview Request Date: 08 Apr 2019 3:24PM Interviewee Comments: Rejected -Not available on this date. Please reschedule the interview	Action Accept Reject

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

Comments*

Comments are not necessary.

Maximum 500 Characters are Allowed in Description.

Submit Cancel

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.

7. Feedback on Local Services

This link allows you to give your feedback to local service providers on the quality of their service.

1. Click the **Feedback on Local Services** link from the left panel. The **Feedback on Local Services** screen displays.

Feedback on Local Services				
Request Number				
Date of Request between			Search	
Request #	Request Date	Type of Service	Providers	Feedback
15032016B8C4A56C	15-Mar-2016	Electrician	Abhishek D	Feedback Given
150320161CF601B0	15-Mar-2016	Electrician	Anjana Sharma	Feedback Given
150320162B375B4A	15-Mar-2016	Electrician	Abhishek D	Feedback Given
2112201515EA31BA	21-Dec-2015	Driver	Local	Feedback Given
04082015BF5E1DAE	4-Aug-2015	Cook	Ahmed Zia, ALIFNUR BIBI	Give Feedback

Feedback on Local Services Screen

2. Click the **Give Feedback** link corresponding to a request. The **Feedback Form** pop-up displays.

Feedback Form

Request #	04082015BF5E1DAE
Service Requested on	4/8/2015
Date Service Availed on*	<input type="text"/>
Date Service Availed end*	<input type="text"/>
Service Availed from ALIFNUR BIBI	
Availed <input checked="" type="checkbox"/>	
<input type="radio"/> VERY SATISFIED <input type="radio"/> SATISFIED <input type="radio"/> AVERAGE <input type="radio"/> BELOW AVERAGE <input type="radio"/> UNSATISFIED <input type="radio"/> VERY UNSATISFIED	

Feedback Form Pop-up

3. Select the service availed start and end date from the corresponding calendar
4. Check the Availed check box to enable the feedback options

Feedback Form

Request #	24032015024E10A6
Service Requested on	24/3/2015 12:00:00 AM
Date Service Availed on*	<input type="text"/> 23/02/2015
Date Service Availed end*	<input type="text"/> 10/03/2015
Service Availed from Diwan Bisht	
Availed <input checked="" type="checkbox"/>	
<input type="radio"/> Very Satisfied <input type="radio"/> Satisfied <input type="radio"/> Average <input type="radio"/> Below Average <input type="radio"/> Unsatisfied <input type="radio"/> Very Unsatisfied	
<input type="button" value="Close"/> <input type="button" value="Submit"/>	

Service Availed Feedback Options

5. Click the required radio button.
6. Click the **Submit** button.

8. Job Fairs and Events

This document describes how a jobseeker can search for upcoming online job fairs and events, on the NCS portal and then register to participate in them.

8.1 Search Job Fair/Event

1. Log into the NCS portal and then click the **Job Fair/Event** link from the left panel. The **Job Fair/Event** screen displays, that has a separate tab each for **Job Fairs** and **Events**.

The screenshot shows a search interface for job fairs and events. At the top, there are dropdown menus for State, District, and Industry, and buttons for Search and Reset. Below this is a legend: ★ Event and Job Fair. There are three checked checkboxes for filtering: Past Event/Job Fair (unchecked), Ongoing Event/Job Fair (checked), and Upcoming Event/Job Fair (checked). A tab bar at the bottom shows 'Job Fairs' (selected) and 'Events'. The main area displays a grid of events for Friday, May 15, 2020. Each row contains the event type (All-Day or time range), a small green icon, the event name, and a 'Click here for details' link. The grid lists various events across different locations and industries.

Time	Event Type	Description	Action
All-Day	offline jobfair at Goa, North Coa	from 8th May'20 to 27th May'20	Click here for details
12:00am - 12:00am	JobfairAgraTest	at Uttar Pradesh, Firozabad from 12th May'20 to 16th May'20	Click here for details
All-Day	Online NOTE JOB FAIR	at Kerala, Wayanad from 13th May'20 to 18th May'20	Click here for details
All-Day	Online SEVEN FIVE TWEN	at Daman & Diu, Daman from 13th May'20 to 18th May'20	Click here for details
12:00am - 12:00am	Test12345678990	at Andhra pradesh, Srikakulam from 13th May'20 to 16th May'20	Click here for details
All-Day	Online freshers jobs 6	at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20	Click here for details
All-Day	Online Job Fair Test	at Uttar Pradesh, Gautam Buddha Nagar from 14th May'20 to 18th May'20	Click here for details
All-Day	Online Test12345678990	at Lakshadweep, Lakshadweep from 14th May'20 to 16th May'20	Click here for details
12:00am - 12:00am	Online Test123456	at Kerala, Thrissur from 14th May'20 to 16th May'20	Click here for details

Job Fair/Event Screen

2. The **Job Fair/Event** screen allows you to search for job fairs and events using the available search filters (**State**, **District**, and **Industry**).

The screenshot shows the search filters section of the Job Fair/Event screen. It includes three dropdown menus for State, District, and Industry, and a row of three checkboxes for filtering by availability: Past Event/Job Fair (unchecked), Ongoing Event/Job Fair (checked), and Upcoming Event/Job Fair (checked).

Job Fair/Event Search Filters

3. The **Job Fair/Event** screen also enables you to narrow down your search for job fairs and events on the basis of their availability (**Past**, **Ongoing**, and **Upcoming**). This can be done by selecting the relevant check box.

The screenshot shows the availability filters section of the Job Fair/Event screen. It displays three checkboxes: Past Event/Job Fair (unchecked), Ongoing Event/Job Fair (checked), and Upcoming Event/Job Fair (checked).

Event/Job Fair Availability Filters

8.2 Search for Job Fairs

Follow these steps to search for job fairs:

1. Ensure that the **Job Fairs** tab is selected on the **Job Fair/Event** screen.

2. Define search filter criteria (**State**, **District**, and **Industry**).

Note: The **District** and **Industry** filters allow you to make multiple selections.

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).

The screenshot shows a search interface for job fairs. At the top, there are dropdown menus for 'State' (Select State), 'District' (Select Districts), and 'Industry' (Select Industry). Below these are buttons for 'Search' and 'Reset'. A legend indicates that a star icon represents an 'Event' and a flag icon represents a 'Job Fair'. There are checkboxes for 'Past Event/Job Fair' (unchecked), 'Ongoing Event/Job Fair' (checked), and 'Upcoming Event/Job Fair' (checked). Below the legend, tabs for 'Job Fairs' and 'Events' are shown, with 'Events' being the active tab. A date range 'May - July 2020' is displayed. On the left, a sidebar shows a timeline from 'Friday (May 15, 2020)' to '12:00am - 12:00am'. The main area lists events with columns for time, title, and details. Each event entry includes a small green flag icon, the event name, the location and dates, and a link labeled 'Click here for details'.

Time	Event Details	Action
All-Day	offline jobfair at Goa, North Goa from 8th May'20 to 27th May'20	Click here for details
12:00am - 12:00am	JobfairAgraTest at Uttar Pradesh, Firozabad from 12th May'20 to 16th May'20	Click here for details
All-Day	Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20	Click here for details
All-Day	Online SEVEN FIVE TWEN at Daman & Diu, Daman from 13th May'20 to 18th May'20	Click here for details
12:00am - 12:00am	Test12345678990 at Andhra pradesh, Srikakulam from 13th May'20 to 16th May'20	Click here for details
All-Day	Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20	Click here for details
All-Day	Online Job Fair Test at Uttar Pradesh, Gautam Buddha Nagar from 14th May'20 to 18th May'20	Click here for details
All-Day	Online Test12345678990 at Lakshadweep, Lakshadweep from 14th May'20 to 16th May'20	Click here for details
12:00am - 12:00am	Online Test123456 at Kerala, Thrissur from 14th May'20 to 16th May'20	Click here for details

Job Fair Result List

ii. To view the details of a particular job fair you can either click the title of the job fair in the list or click the Click here for details link for that job fair listing.

State: Select State District: Select Districts Industry: Select Industry Search Reset

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

Job Fairs Events

May - July 2020 List Month

Friday (May 15, 2020)

All-Day	offline jobfair at Goa, North Coa from 8th May'20 to 27th May'20	Click here for details
12:00am - 12:00am	JobfairAgraTest at Uttar Pradesh, Firozabad from 12th May'20 to 16th May'20	Click here for details
All-Day	Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20	Click here for details
All-Day	Online SEVEN FIVE TWEN at Daman & Diu, Daman from 13th May'20 to 18th May'20	Click here for details
12:00am - 12:00am	Test12345678990 at Andhra pradesh, Sriakakulam from 13th May'20 to 16th May'20	Click here for details
All-Day	Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20	Click here for details
All-Day	Online Job Fair Test at Uttar Pradesh, Gautam Buddha Nagar from 14th May'20 to 18th May'20	Click here for details
All-Day	Online Test12345678990 at Lakshadweep, Lakshadweep from 14th May'20 to 16th May'20	Click here for details
12:00am - 12:00am	Online Test123456 at Kerala, Thrissur from 14th May'20 to 16th May'20	Click here for details

Job Fair Title and Click here for details Link

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

Job Fair Details

Job Fair ID:	CMP-01692-V6D6V2
Job Fair Name:	Online Test Job Fair on NCS Portal from 26th Jul'20 to 8th Aug'20
Organised By:	Career center, Chandigarh, Chandigarh
Job Fair Venue:	In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to receive interview calls.
Employer Participation Date/Time:	23rd Jul 2020 12:00 AM to 24th Jul 2020 11:59 PM
JobSeeker Participation Date/Time:	26th Jul 2020 12:00 AM to 8th Aug 2020 11:59 PM
Job Fair Description:	this is a Job fair this is a Job fair this is a Job fairthis is a Job fair

Proceed Close

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.

State:		District:		Industry:		Search	Reset
Select State		Select Districts		Select Industry			
Legend: ★ Event Job Fair							
<input type="checkbox"/> Job Fairs	<input checked="" type="checkbox"/> Events						
<input type="checkbox"/> Past Event/Job Fair	<input checked="" type="checkbox"/> Ongoing Event/Job Fair	<input checked="" type="checkbox"/> Upcoming Event/Job Fair					
May 2020							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28	29	30	1	2	
3	4	5	6	7	8	9	offline jobfair at Coa, North Goa from 8th May'20 to 27th May'20
10	11	12	13	14	15	16	offline jobfair at Goa, North Goa from 8th May'20 to 27th May'20 JobfairAgraTest at Uttar Pradesh, Firozabad from 12th May'20 to 16th May'20 Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20 +2 more +7 more +8 more +6 more
17	18	19	20	21	22	23	offline jobfair at Coa, North Goa from 8th May'20 to 27th May'20 Online NOTE JOB f Online SEVEN FIVE Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20 +4 more +3 more +2 more +2 more +2 more +1 more +1 more
24	25	26	27	28	29	30	offline jobfair at Coa, North Goa from 8th May'20 to 27th May'20 Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th

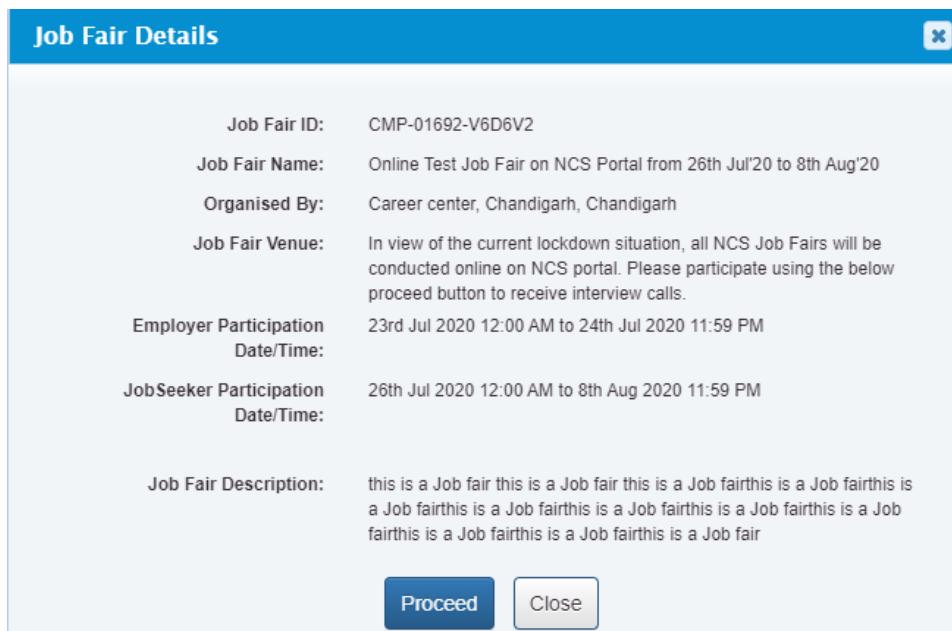
Job Fair Result Calendar

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

State:		District:		Industry:		Search	Reset
Select State		Select Districts		Select Industry			
Legend: ★ Event Job Fair							
<input type="checkbox"/> Job Fairs	<input checked="" type="checkbox"/> Events						
<input type="checkbox"/> Past Event/Job Fair	<input checked="" type="checkbox"/> Ongoing Event/Job Fair	<input checked="" type="checkbox"/> Upcoming Event/Job Fair					
May 2020							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28	29	30	1	2	
3	4	5	6	7	8	9	offline jobfair at Coa, North Goa from 8th May'20 to 27th May'20
10	11	12	13	14	15	16	offline jobfair at Goa, North Goa from 8th May'20 to 27th May'20 JobfairAgraTest at Uttar Pradesh, Firozabad from 12th May'20 to 16th May'20 Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20 +2 more +7 more +8 more +6 more
17	18	19	20	21	22	23	offline jobfair at Coa, North Goa from 8th May'20 to 27th May'20 Online NOTE JOB f Online SEVEN FIVE Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th May'20 to 27th May'20 +4 more +3 more +2 more +2 more +2 more +1 more +1 more
24	25	26	27	28	29	30	offline jobfair at Coa, North Goa from 8th May'20 to 27th May'20 Online freshers jobs 6 at Lakshadweep, Lakshadweep from 14th

Job Fair Title

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.

8.3 Job Fair Participation

In order to participate in a job-fair, begin by searching for the required job fair and view its details on pop-up window (For more details refer to the previous pages).

Follow these steps to participate in a particular job fair:

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

Job Fair Details

Job Fair ID:	CMP-01692-V6D6V2
Job Fair Name:	Online Test Job Fair on NCS Portal from 26th Jul'20 to 8th Aug'20
Organised By:	Career center, Chandigarh, Chandigarh
Job Fair Venue:	In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to receive interview calls.
Employer Participation Date/Time:	23rd Jul 2020 12:00 AM to 24th Jul 2020 11:59 PM
JobSeeker Participation Date/Time:	26th Jul 2020 12:00 AM to 8th Aug 2020 11:59 PM
Job Fair Description:	this is a Job fair this is a Job fair this is a Job fairthis is a Job fair
<input type="button" value="Proceed"/> <input type="button" value="Close"/>	

Job Fair Details Pop-up

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

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

[Back to Calendar](#) [!\[\]\(194fc3e00f1f3b0290953ff9d4c92e63_img.jpg\) Download Job Fair Details](#)

1. Personal Info

2. More About Yourself

3. Job Fair Details

Job Fair Pre-Registration Screen

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

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

Back to Calendar  Download Job Fair Details

1. Personal Info

First Name*	Abhishek	Middle Name	<input type="text"/>
Last Name	D		
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	Date of Birth *	06/02/1980 
Guardian/Father's Name *	RK	Highest Education Level *	12th 
State *	Bihar 	District *	Bhojpur 
Email ID	abhishek.d@xyz.com	Mobile Number *	+91 <input type="text"/> 

Next

2. More About Yourself

3. Job Fair Details

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).

Back to Calendar  Download Job Fair Details

1. Personal Info

2. More About Yourself

Academic Qualification

Education & Training	HSC (12th Class) [Science]	Year of Passing	May 2008
Board/University	ANNAMALAI UNIVERSITY, CHIDAMBARAM	Institute	PIMG

+ Add More

Work Experience

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

+ Add More

Next

3. Job Fair Details

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.

The screenshot shows the 'More About Yourself' section of the NCS Job Fair Pre-Registration screen. The page title is 'Job Fair Pre-Registration Screen: More About Yourself Section'. The main content area displays the following details:

- Job Fair Name:** Online NOTE JOB FAIR at Kerala & Karnataka from 13th May'20 to 18th May'20
- Venue:** In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below link.
- Employer Participation Start Date/Time:** 08-May-2020 12:00 AM
- Employer Participation End Date/Time:** 12-May-2020 12:00 AM
- JobSeeker Participation Start Date/Time:** 13-May-2020 12:00 AM
- JobSeeker Participation End Date/Time:** 18-May-2020 12:00 AM
- Description:** -
- Registration ID:** -

Below this, there are two sections:

- Registered Employers for Job Fair (1 Employers | 1 Jobs)**: Shows 'Zindagi Furniture' with 1 job posted.
- Applied Jobs in Job Fair (0)**: A note stating 'No job applied yet. To apply:

 - Click jobs link in front of Employer's Name.
 - Scroll down to view list of jobs.
 - Click '+' against the Job Title to add to this list.
 - Don't forget to click 'Submit Participation' or 'Update' before leaving this page.

At the bottom right of the main content area is a blue 'Submit Participation' button.

The footer of the page includes links for Policy and other Links, Website Policy, Disclaimer, Sitemap, Grievance / Feedback, and FAQs. It also features the Indian Government logo, MyGov, PMINDIA, Skill India, and APYTC.

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.

Registered Employers for Job Fair (1 Employers | 1 Jobs)

Zindal Furnitureess | 1 Job(s)

Applied Jobs in Job Fair (0)

No Job applied yet. To apply:

1. Click Jobs link in front of Employer's Name.
2. Scroll down to view list of Jobs.
3. Click '+' against the Job Title to add to this list.
4. Don't forget to click 'Submit Participation' or 'Update' before leaving this page.

?

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.

Registered Employers for Job Fair (1 Employers | 1 Jobs)

Zindal Furnitureess | 1 Job(s)

Applied Jobs in Job Fair (0)

No Job applied yet. To apply:

1. Click Jobs link in front of Employer's Name.
2. Scroll down to view list of Jobs.
3. Click '+' against the Job Title to add to this list.
4. Don't forget to click 'Submit Participation' or 'Update' before leaving this page.

?

List of Jobs for Zindal Furnitureess (1)

CarpenterMarch +

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

The screenshot shows a user interface for managing employer participation in a job fair. On the left, under 'Registered Employers for Job Fair (1 Employers | 1 Jobs)', there is a list item 'Zindal Furnitureess | 1 Job(s)'. On the right, under 'Applied Jobs in Job Fair (1)', there is a list item 'CarpenterMarch(Zindal Furnitureess)' with a delete button ('x') and a help button ('?'). Below these sections, a message says 'List of Jobs for Zindal Furnitureess (1)' followed by 'CarpenterMarch' with a link icon. At the bottom is a blue 'Submit Participation' button.

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.

This screenshot shows the same interface after a job has been deleted. The 'Applied Jobs in Job Fair (1)' section now displays 'CarpenterMarch(Zindal Furnitureess)' with a checked radio button, indicating it is selected. The delete ('x') and help ('?') buttons are still present. The other sections and the 'Submit Participation' button remain the same as in the previous screenshot.

11. Selected Job will get deleted from the **Applied Jobs in Job Fair** list and it can be added again by clicking on '+' button.

Registered Employers for Job Fair (1 Employers | 1 Jobs)

Zindal Furnitureess | 1 Job(s)

Applied Jobs in Job Fair (0)

No Job applied yet. To apply:

1. Click Jobs link in front of Employer's Name.
2. Scroll down to view list of Jobs.
3. Click '4' against the Job Title to add to this list.
4. Don't forget to click 'Submit Participation' or 'Update' before leaving this page.

List of Jobs for Zindal Furnitureess (1)

CarpenterMarch +

Submit Participation

12. Click on the **Submit Participation** button to participate in the selected job fair.

You have successfully registered for Job Fair. Your Job Fair Registration ID is CMP-01646-N4P4P6-15E68-1409469496806

Registered Employers for Job Fair (1 Employers | 1 Jobs)

Zindal Furnitureess | 1 Job(s)

Applied Jobs in Job Fair (1)

1 CarpenterMarch(Zindal Furnitureess)

Update

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

13. After submitting participation in a said job fair, a Jobseeker can update i.e. add or delete jobs etc., in the said Job fair by clicking on Update button.

Note: You can, only apply for a limited number of jobs in a particular job fair. The number of jobs you can apply to, in a job fair, is controlled by the job fair manager. You can also withdraw from the jobs you have already applied.

8.4 Invitation from Employer after Submitting Participation in Job Fair

After the Jobseeker submits his participation in Online Job fair/Event through Portal, employer will receive the jobseeker details. Employer will then screen the Jobseekers' profile and will send invitations to shortlisted candidates/jobseekers for further discussion. Jobseeker will receive the notification in Email and SMS from NCS about the invitation. Jobseeker can also check the invitations in "My Interviews" section of his NCS account, where he can also view employer's contact details and can respond on the invitations accordingly.

The screenshot shows the NCS Jobseeker portal interface. The top navigation bar includes links for Home, Jobseeker (which is highlighted in blue), Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, Govt. Dept., and Reports & Documents. Below the navigation is a sidebar titled 'Trainings at NICS' containing links for Jobseeker Home, View/Update NCS Profile, Video Profile, Search Jobs, Jobs Applied, Find Skill Provider, Find Counsellor, My Interviews (which is also highlighted in blue), Job Fair / Event, Cases, Online Trainings, My Appointments, Feedback on Local Services, Announcements, and Templates. The main content area is titled 'My Interviews' and displays two interview entries. The first entry is for a 'Stage I (0-4 yrs.)' position at 'Zindal Furnitures' with an interview mode of 'Telephonic', date/time '27/01/2020 08:00AM', interviewer comments 'test interview', and interview status 'Closed / Not Responded'. It lists a contact person named 'vivek kulshresth' with mobile '8076780415' and email 'hire@gmail.com'. The second entry is for a 'Teacher (0-0 yrs.)' position at 'Syndicate Bank' with an interview mode of 'Telephonic', date/time '30/11/2019 03:00PM', interviewer status 'Closed / Not Responded', and a contact person named 's' with mobile '-' and email '-'. A dropdown menu labeled 'All' is visible in the top right corner of the main content area.

8.5 Search for Events

Follow these steps to search for events:

1. Ensure that the **Events** tab is selected on the **Job Fair/Event** screen.
2. Define search filter criteria (**State**, **District**, and **Industry**).
Note: The **District** and **Industry** filters allow you to make multiple selections.
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).

Job Fairs	Events
May - July 2020	
Friday (May 1, 2020)	
12:00am - 12:00am	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20 Click here for details
Saturday (May 2, 2020)	
All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20 Click here for details
Sunday (May 3, 2020)	
All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20 Click here for details
Monday (May 4, 2020)	
All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20 Click here for details
Tuesday (May 5, 2020)	
All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20 Click here for details
Wednesday (May 6, 2020)	
All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20 Click here for details
Thursday (May 7, 2020)	
All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20 Click here for details
Friday (May 8, 2020)	

Event Result List

ii. To view the details of a particular event you can either click the title of the event in the list or click the Click here for details link for that event listing.

State:	District:	Industry:	Search	Reset
Select State Select Districts Select Industry				
Legend: ★ Event ─ Job Fair <input type="checkbox"/> Past Event/Job Fair <input checked="" type="checkbox"/> Ongoing Event/Job Fair <input checked="" type="checkbox"/> Upcoming Event/Job Fair				
Job Fairs	Events			
May - July 2020		List	Month	
Friday (May 1, 2020)				
12:00am - 12:00am	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details		
Saturday (May 2, 2020)				
All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details		
Sunday (May 3, 2020)				
All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details		
Monday (May 4, 2020)				
All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details		
Tuesday (May 5, 2020)				
All-Day	★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details		

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.

Job Fairs Events

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20						
3	4	5	6	7	8	9
10	11	12	13	14	15	16
★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20						
17	18	19	20	21	22	23
★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20						
24	25	26	27	28	29	30
★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20						

Event Result Calendar

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

State: District: Industry:

Select State Select Districts Select Industry Search Reset

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

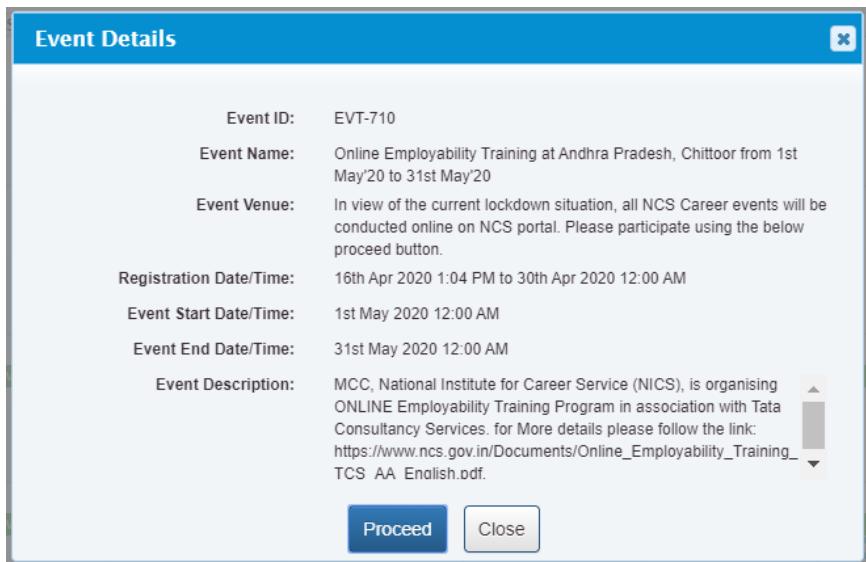
Job Fairs Events

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20						
3	4	5	6	7	8	9
★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20						
10	11	12	13	14	15	16
★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20						
17	18	19	20	21	22	23
★ Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20						

Job Fair Title

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

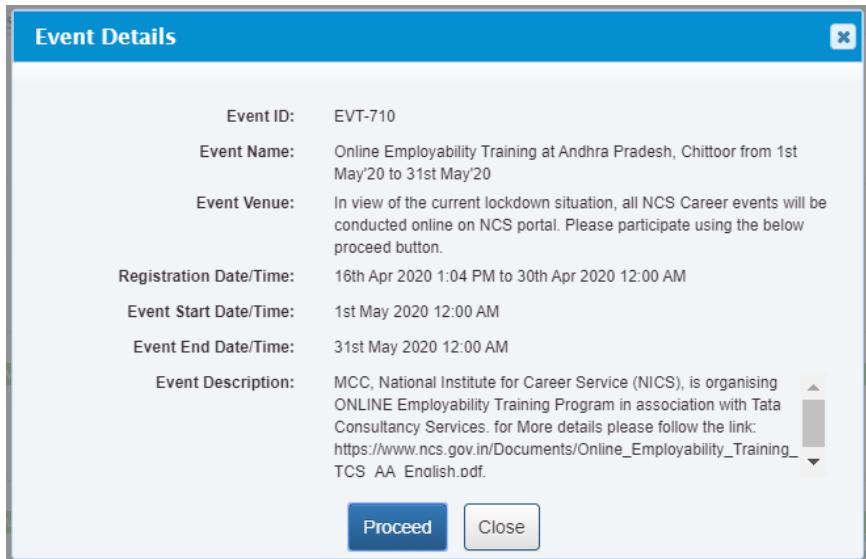


Event Details Pop-up

8.6 Participate in an Event

Follow these steps to participate in a particular event:

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



Event Details Pop-up

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

Event

Event Name:	Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Venue:	In view of the current lockdown situation, all NCS Career events will be conducted online on NCS portal. Please participate
Registration Start Date/Time:	16-Apr-2020 1:04 PM	Registration End Date/Time:	30-Apr-2020 12:00 AM
Event Start Date/Time:	01-May-2020 12:00 AM	Event End Date/Time:	31-May-2020 12:00 AM
Description:	MCC, National Institute for Career Service (NICS), is organising ONLINE Employability Training Program in association with		
Event Type:	Conference		

Submit Participation [Back to Calendar](#)

Event Pre-Registration Screen

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

9. Grievance/Feedback

This link allows you, as a jobseeker, to post any feedback, grievance, query, or request regarding the NCS portal.

The screenshot shows the Job Seeker website interface. The top navigation bar includes links for Home, Jobseeker (selected), Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, and Govt. Dept. The left sidebar contains links for Jobseeker Home, View/Update Profile, Search Jobs, Jobs Applied, My Interviews, Job Preferences, Feedback on Local Services, Events, Cases, Assessment Tool, My Appointments, Announcements, Job Fair Participation, Change Password, and Profile.

The main content area features a "Search Jobs" section with fields for search terms ("ex: DTP operator, etc."), city or state, sector selection, experience in years, and a "Search" button. Below this is a "Job Recommendations" section titled "Total Jobs matching your profile/preferences : 4".

The first recommendation is for a "Driver" position at Abhishekgovdept, located in Bangalore. It requires a driver's license and experience in developing system level software using C, C++, and other relevant languages. The post was posted by Abhishek on 23/12/2016.

The second recommendation is for an "Embedded Software Engineer" at Basavanagudi, Bangalore. It requires a 3-year degree in CS, EE, or CE, experience in developing system level software using C, C++, and other relevant languages, and knowledge of Linux OS, Window Embedded, Android BSP development, and embedded tools like DDD/GDB. The post was posted by Hradayesh Kumar Gaur on 06/12/2016.

The third recommendation is for a "Senior Engineer" at Basavanagudi, Bangalore. It requires a 4-year degree in CS, EE, or CE, experience in developing system level software using C, C++, and other relevant languages, and knowledge of Linux OS, Window Embedded, Android BSP development, and embedded tools like DDD/GDB. The post was posted by Hradayesh Kumar Gaur on 06/12/2016.

The fourth recommendation is for a "Job-Driver". It requires a valid license to drive across India and monitor performance and quality control plans. The post was posted by Pravin Shrivastava on 18/11/2016.

[Policy and other Links](#)

[Website Policy](#)

[Disclaimer](#)

[Sitemap](#)

[Grievance / Feedback](#)

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Site is best viewed in IE 10 and above with 1024x768 resolution and above.

Version - 3.7

Grievance/Feedback Link

- Click the **Grievance/Feedback** link from the footer section of the screen. The **Grievance/Feedback** screen displays.

Grievance Feedback

Name *

Email ID *

Mobile Number *

State *

District *

Case Type: *

Stakeholder *

Case Category* ⓘ

Case Sub Category* ⓘ

Description *

Enter Security Code *

M 6 P 7 Q

Type Captcha:
Type the text

↻

Submit

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

Stakeholder *

Case Category* --Select--

Case Sub Category* --Select--

Help Tool Tip

10. Grievances/ Feedback

This link allows you, to review the status of registered cases. Using the **Give Feedback** link you can provide your feedback on resolved or closed cases, registered with the NCS call centre.

Cases									
Case ID	Case Category	Case Subcategory	Description	Registration Date	Status	Resolved Date	Resolution	Feedback	
CAS-118044-B0P2M2	Unable to find data	Unable to Search Jobs	asdfsafsa	22-April-2016	Resolved	03-May-2016	Resolve	Give Feedback	

Cases Screen

Once you click the **Give Feedback** link, the **Feedback** pop-up displays with **Cancel** and **Submit** buttons. Enter the feedback and click the **Submit** button.

Feedback X

Feedback* Good, feedback

Maximum 500 Characters are Allowed in Description.

Feedback Pop-up

11. 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				
Schedule Title	Counsellor Name	Appointment Date	Comments	Appointment Status
Counselling on above topics is available	Priyamvada sharma	07/27/2015	my wish	Cancelled
Counselling on above topics is available	Priyamvada sharma	07/27/2015	my wish again	Cancelled
Counselling on above topics is available	Priyamvada sharma	07/20/2015		Cancel Appointment

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.

12. Announcements

This link allows you, as a jobseeker user to review documents that have been uploaded on the NCS portal.

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

Home	Jobseeker	Employer	Local Services	Career Center	Counsellor	Skill Provider	Placement Organisation	Govt. Dept.	Reports
Type	Name								
	Employer								
	AbibCalculatePremium								
	Analysis_abibl_request								
	Branch_Master								
	Copy of Mapping of Premium component_Final								
	Customer_Portal_Kit								
	Estimates_Renewal								

Documents Screen

13. 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 templates.

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

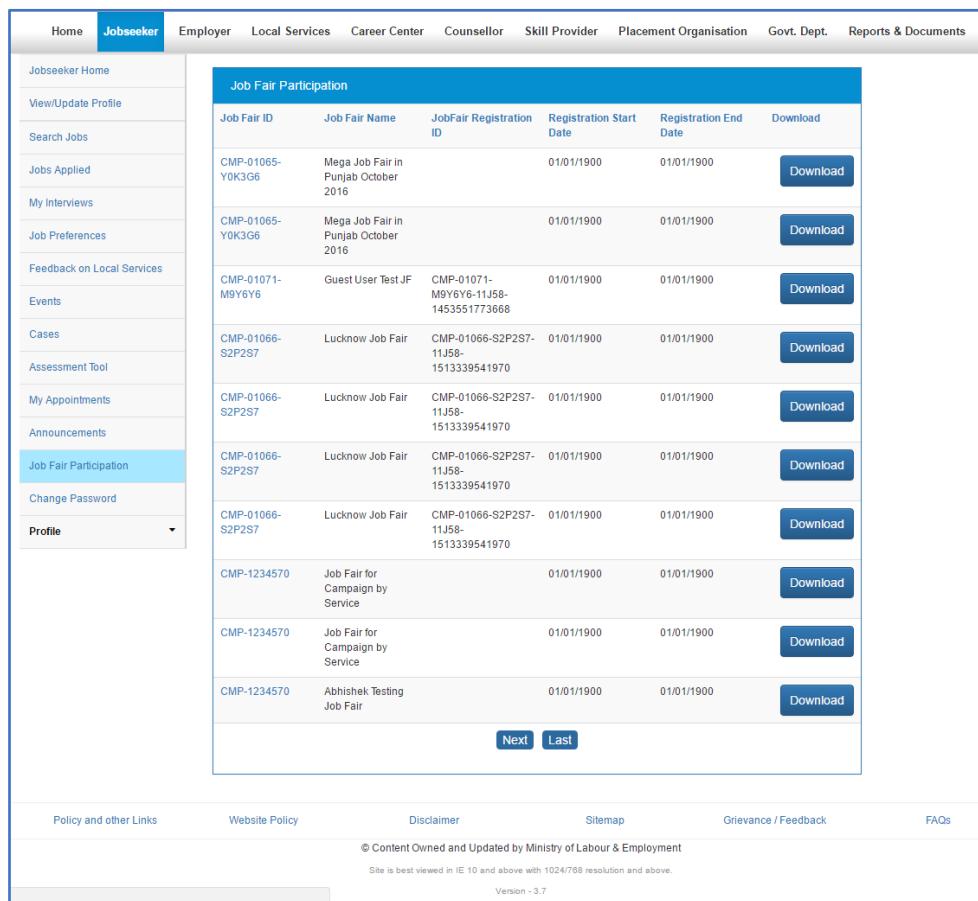
Templates Screen

- Click the link of the displayed template to download it.

14. Job Fair Participation

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

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



The screenshot shows the 'Jobseeker' tab selected in the top navigation bar. The left sidebar has a 'Job Fair Participation' link under the 'Profile' section highlighted in blue. The main content area displays a table titled 'Job Fair Participation' with the following data:

Job Fair ID	Job Fair Name	JobFair Registration ID	Registration Start Date	Registration End Date	Download
CMP-01065-Y0K3G6	Mega Job Fair in Punjab October 2016		01/01/1900	01/01/1900	Download
CMP-01065-Y0K3G6	Mega Job Fair in Punjab October 2016		01/01/1900	01/01/1900	Download
CMP-01071-M9Y6Y6	Guest User Test JF	CMP-01071-M9Y6Y6-11J58-1453551773668	01/01/1900	01/01/1900	Download
CMP-01066-S2P2ST	Lucknow Job Fair	CMP-01066-S2P2ST-11J58-1513339541970	01/01/1900	01/01/1900	Download
CMP-01066-S2P2ST	Lucknow Job Fair	CMP-01066-S2P2ST-11J58-1513339541970	01/01/1900	01/01/1900	Download
CMP-01066-S2P2ST	Lucknow Job Fair	CMP-01066-S2P2ST-11J58-1513339541970	01/01/1900	01/01/1900	Download
CMP-1234570	Job Fair for Campaign by Service		01/01/1900	01/01/1900	Download
CMP-1234570	Job Fair for Campaign by Service		01/01/1900	01/01/1900	Download
CMP-1234570	Abhishek Testing Job Fair		01/01/1900	01/01/1900	Download

At the bottom of the table, there are 'Next' and 'Last' navigation buttons. The footer contains links for Policy and other Links, Website Policy, Disclaimer, Sitemap, Grievance / Feedback, and FAQs. It also includes a note about content ownership and a resolution warning.

Job Fair Participation Screen

This screen displays details (Job Fair name, Job Fair ID, Registration Start Date, Registration End Date, Download link) of the job fairs you had applied to participate in.

Job Fair Participation				
Job Fair ID	Job Fair Name	Registration Start Date	Registration End Date	Download
2016/01	Job Fair NCR D	10/9/2016	10/12/2016	Download

Job Fair participation Details

A Download button displays on the screen for each job fair that is current open. Any closed job fair listing on screen for which you had participated in will not display the Download button.

When you (registered jobseeker profile user) click this button information such as Job Fair Name, Date of registration, and Participation ID displays. For other users the Job Title also displays along with Job Fair Name, Date of registration, and Participation ID, when they click the Download button.

15. 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.

The screenshot shows the "Change Password" form. At the top, it says "Change Password" and has a note: "Password should have atleast one alphabet, one number, one special character and atleast 8 characters in it." There is a mandatory indicator (*). Below this are three input fields: "Old Password*", "New Password*", and "Confirm New Password*". Each field has a small info icon (i) next to it. Below these is a "Enter Security Code*" field containing the CAPTCHA code "C Q 4 W A". Underneath the CAPTCHA is a "Type Captcha:" label and a text input field with the placeholder "Type the text". At the bottom right of the form is a "Change Password" button.

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

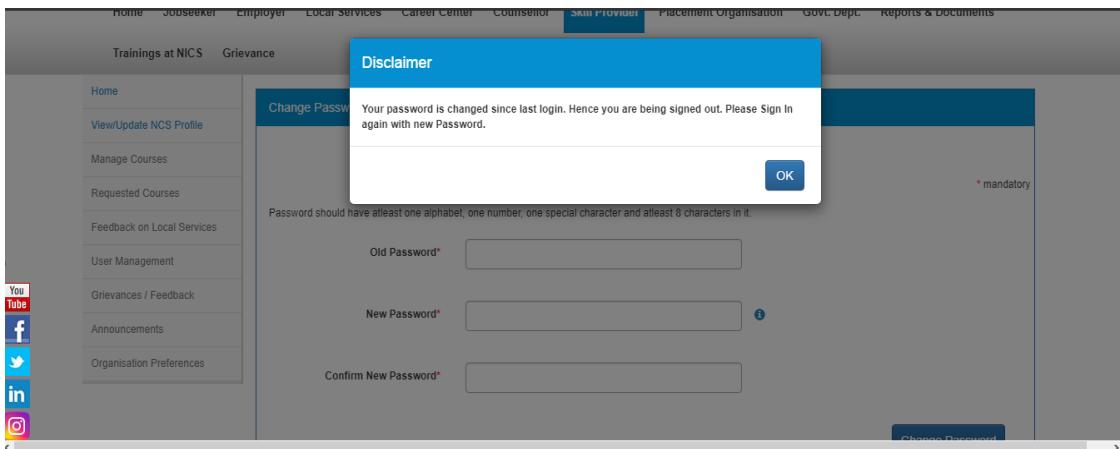
16. Insufficient Password History Enforcement

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 "New password cannot be same as last 3 passwords."

The screenshot shows a 'Change Password' form. On the left is a vertical sidebar with links like 'View/Update NCS Profile', 'Post New Job', etc. The main form has a blue header 'Change Password'. Below it, a red error message says 'New password cannot be same as last 3 passwords.' A note below says 'Password should have atleast one alphabet, one number, one special character and atleast 8 characters in it.' There are three input fields: 'Old Password*' (mandatory), 'New Password*' (with a tooltip icon), and 'Confirm New Password*'. Below these is a 'Enter Security Code*' field containing 'R K X B 6'. A 'Type Captcha:' field contains 'Type the text' with a refresh button. At the bottom right is a 'Change Password' button.

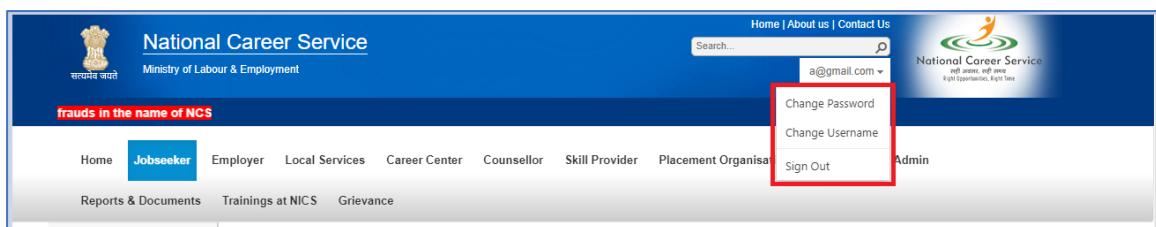
17. User will Logout After Password Change

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.



18. 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.



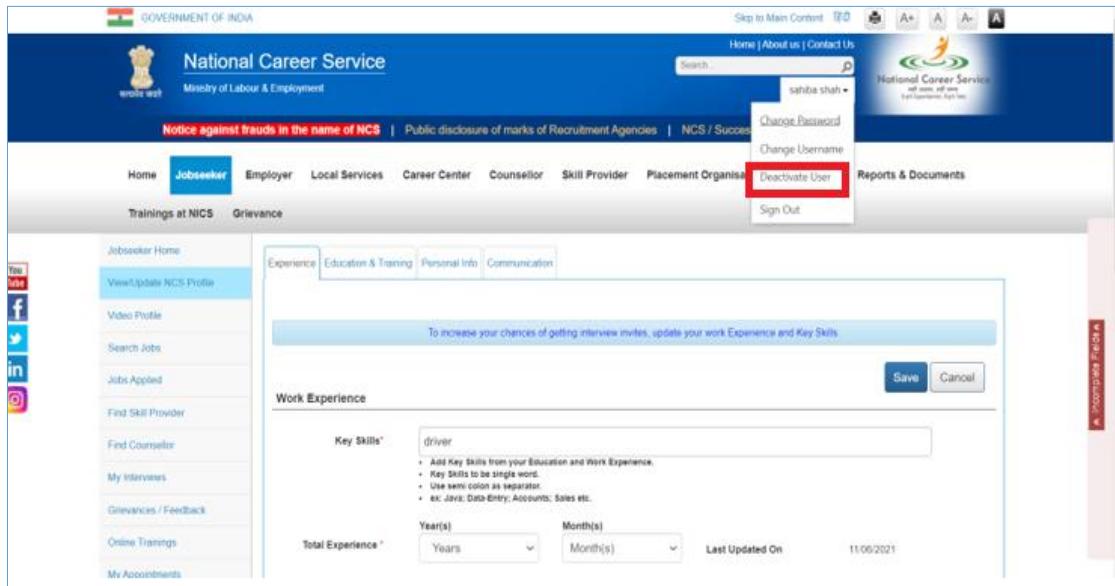
- Select the **Change Username** option from the Sign-Out menu. The **Change Username** screen displays.

- Enter the new Username
- Click the Check User ID button to check whether this User ID is available or not to use
- Enter security code as shown in the displayed image
- Click the Generate OTP button
- An OTP is generated and will be sent to your registered mobile number
- Enter the OTP you receive
- Your Username is now changed

19. 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.

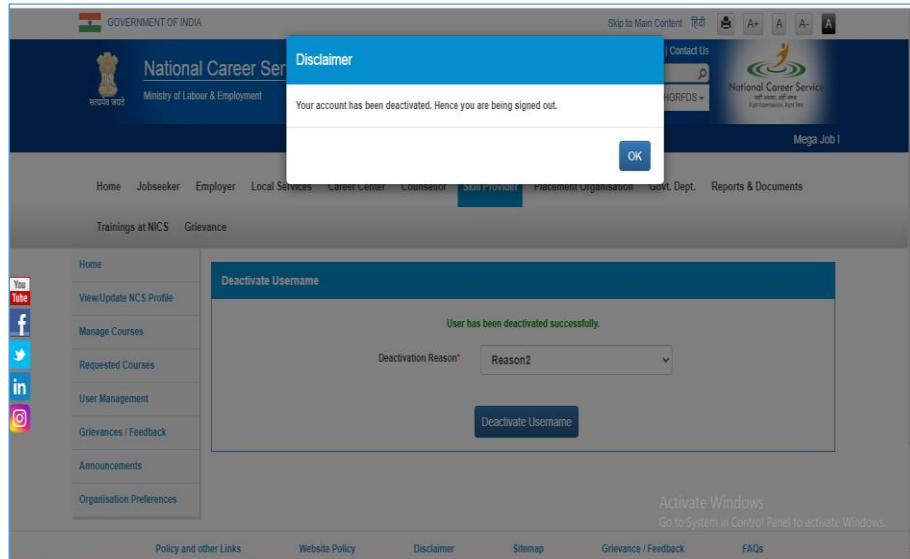
1. Select **Deactivate User** from **Sign Out** menu



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



20. Reactivate Account

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

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

The screenshot shows the NCS Portal login interface. At the top, there is a search bar and a user icon. Below it is a password field with a lock icon. In the center, there are links for 'Forgot Password', 'Forgot Username', and 'Reactivate Account'. The 'Reactivate Account' link is underlined and has a red rectangle drawn around it. To the right is a 'Sign In' button. Below these are links for 'NCS Users Login Here' and 'New User? Sign Up'. Underneath is a section for 'Registration Help - Videos' with a dropdown menu set to '--Select--' and a 'View' button. At the bottom, there are two orange boxes: 'IMPORTANT NOTICE' and 'Caution Against Fraud'. On the left side of the bottom section is a blue icon of a person's head with a question mark inside. To its right, the text 'Toll Free Helpline' is in blue, followed by the phone number '1800-425-1514' in large black digits, and 'Timing: Tue-Sun 08:00 AM to 08:00 PM' in smaller text.

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

Activate Account

* mandatory

I am*	Jobseeker
First Name *	
Guardian/Father's Name	
Date of Birth *	
Mobile Number *	+91 10 digit Mobile Number
Enter Security Code*	C V E W F Type Captcha: Type the text
Generate OTP	

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

Activate Account

Dear user, Your account has been activated. An SMS having account credentials has been shared on your mobile.
[Click here to login.](#)

21. 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.

Login

User Name	
Password	
Forgot Password Username? NCS Users Login Here Sign In	

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

Forgot Username

* mandatory

I am*	Jobseeker
First Name *	
Guardian/Father's Name	
Date of Birth *	
Mobile Number *	+91 10 digit Mobile Number
Enter Security Code *	<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> 5 X B 6 H <div style="margin-left: 10px;"> <input style="width: 150px; height: 20px; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text"/> Type Captcha: </div> <div style="margin-left: 10px;"> </div> </div>
<input type="button" value="Generate OTP"/>	

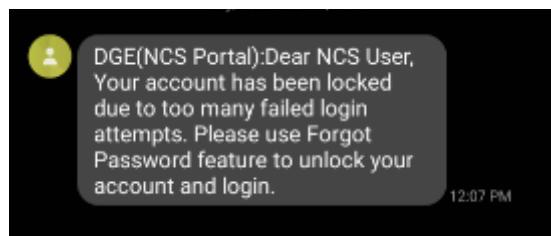
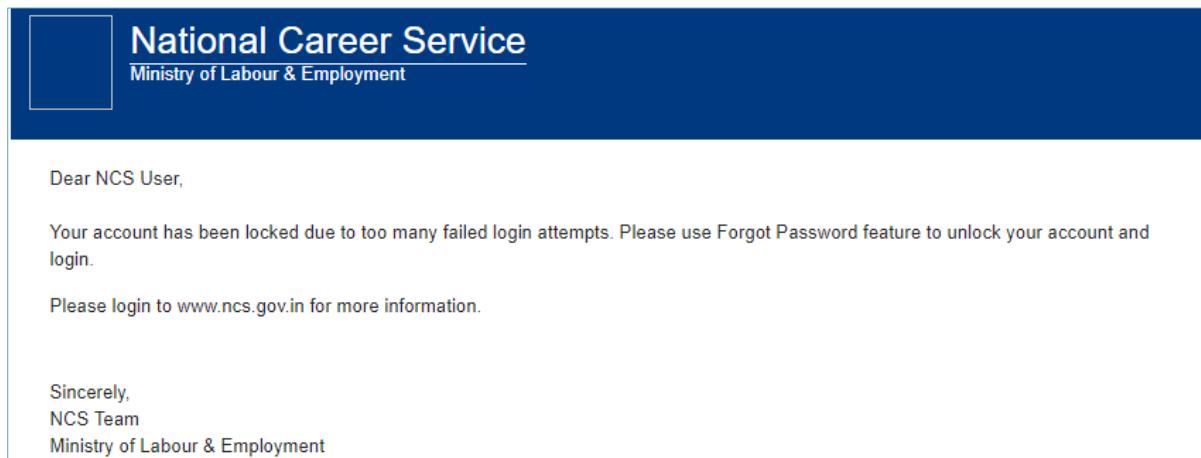
3. Next, enter details in the following fields: First Name, Guardian/Father's Name (if you remember the same, this is non-mandatory), Date of Birth, Mobile Number, and the security code that displays
4. Click the Generate OTP button
5. An OTP is generated and will be sent to your registered mobile number
6. Enter the OTP you receive
7. Click the Submit button
8. The system will retrieve your Username and display it

22. Validation Message on Incorrect Username/Password

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

The screenshot shows the National Career Service website interface. At the top, there is a navigation bar with links like Home, About us, Contact Us, and a search bar. On the right side, there is a logo for the National Career Service and a message about a Mega Job Fair. Below the navigation bar, there is a main content area with various links and social media icons. A prominent red error message box is displayed, stating "Username or Password is incorrect. Please try again." This message is positioned above a login form. The login form includes fields for Email/Username and Password, along with links for "Forgot Password | Username?" and "NCS Users Login Here". There is also a "Sign In" button and a link for "New User? Sign Up".

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".



23. 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.

The screenshot shows the "Preferences" screen with a blue header bar. The main content area includes sections for "DigiLocker Related Preferences" and "Share DigiLocker documents with Employers". At the bottom right are "Save" and "Cancel" buttons.

DigiLocker Related Preferences	
Share DigiLocker documents with Employers	<input checked="" type="checkbox"/>
To Disconnect your NCS Profile from DigiLocker Account Click here	

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.



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

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

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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.

Sr.No.	File Name	File Type	File Size	Effective Date
1	Counsellor Registration Distribution - Haryana - 2017-18.html	html	52.73 KB	01/10/2017 05:40 AM
2	Counsellor Registration Distribution - Haryana - 2017-18.xls	xls	111.94 KB	01/10/2017 05:40 AM

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Version - 4.0 - Released on 31/03/2017

Available Reports

25. 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.

- Click the **Reports & Documents** link from the top menu bar and then the **Analytical Reports** link from the left panel. This displays the **Analytical Reports** screen.

The screenshot shows a navigation bar with links for Home, Jobseeker, Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, Govt. Dept., and Reports & Documents. The 'Reports & Documents' link is highlighted. On the left, a sidebar lists categories: MIS Reports, Analytical Reports (which is selected and highlighted in blue), Establishment Reports, Documents, NCS Policy Documents, RTI, Key Performance Indicators, Annual Reports, and Government Jobs. The main content area has a header 'Analytical Reports (Please select report category from the dropdown list.)'. Below it is a form with a 'Period *' dropdown containing '-Select-' and a 'State Name *' dropdown.

Analytical Reports Screen

- Select the period for which report is required from the drop-down list
- Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

The screenshot shows the same interface as above, but with the 'Period *' dropdown set to '2017-18' and the 'State Name *' dropdown set to 'HARYANA'. Below this, a table titled 'Available Reports' is displayed:

Sr.No.	File Name	File Type	File Size	Effective Date
1	HARYANA - 2017-2018.pdf	pdf	710.3 KB	01/10/2017 11:51 AM

Available Reports

26. Establishment Reports

This link allows you to search for and view published establishment reports. An establishment can be a government organisation, a placement organisation, private employer, skill providing institute, etc. Reports can be searched on the basis of establishment, state, and district.

- Click the **Reports & Documents** link from the top menu bar and then the **Establishment Reports** link from the left panel. This displays the **Establishment Reports** screen.

MIS Reports

Analytical Reports

Establishment Reports

Documents

NCS Policy Documents

RTI

Key Performance Indicators

Annual Reports

Government Jobs

Establishment Reports (Please select report category from the dropdown list.)

Establishment Type * --Select-- ▾

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Establishment Reports Screen

2. Select the establishment type from the drop-down list
3. Select the state for which the report is required from the drop-down list
4. Select the district for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

MIS Reports

Analytical Reports

Establishment Reports

Documents

NCS Policy Documents

RTI

Key Performance Indicators

Annual Reports

Government Jobs

Establishment Reports (Please select report category from the dropdown list.)

Establishment Type * Government Organizations ▾

State Name * Haryana ▾

District Name * Gurgaon ▾

Available Reports

Sr.No.	File Name	File Type	File Size	Effective Date
1	Government Organizations - Gurgaon.xls	xls	86.53 KB	09/03/2017 12:14 PM

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Available Reports

27. Documents

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

1. Click the **Documents** link from the top menu bar. This displays the **Documents** screen.

Reports

Documents

NCS Policy Documents

RTI

Key Performance Indicators

Annual Reports

Government Jobs

Documents

FileName	File Size	File Type	Created On
Delhi Job Fair 16Oct2015.pdf	366.89 KB	PDF (Portable Document Format)	7/14/2016 6:31 PM
Employment exchange statistics.pdf	978.34 KB	PDF (Portable Document Format)	7/14/2016 6:31 PM
National Career Services Portal Features.pdf	8.62 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM
National Classification of Occupations _Vol I- 2015.pdf	6.79 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM
National Classification of Occupations _Vol II-A- 2015.pdf	6.7 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM
National Classification of Occupations_Vol II-B- 2015.pdf	6.32 MB	PDF (Portable Document Format)	7/27/2016 5:14 PM
NCS Launch Brochure PDF High Resolution Conv.pdf	2.31 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM

Documents Screen

- Click the desired link to view the listed documents.

28. NCS Policy Documents

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

- Click the **Reports & Documents** link from the top menu bar and then the **NCS Policy Documents** link from the left panel. This displays the **Policy Documents** screen.

Reports

Documents

NCS Policy Documents

RTI

Key Performance Indicators

Annual Reports

Government Jobs

Policy Documents

FileName	File Size	File Type	Created On
Career Centre guidelines 10 Dec 2014 Final-v3.pdf	762.52 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS Interlinking Scheme Guidelines_24.05.2016.pdf	596.94 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS Onboarding Policy_07Jan2016.pdf	420.66 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS_Policy_for_Counsellors-27-05-2016_Final.pdf	358.93 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM

Policy Documents Screen

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

29. RTI

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

- Click the **Reports & Documents** link from the top menu bar and then the **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.

FileName	File Size	File Type	Created On
Career Centre guidelines 10 Dec 2014 Final-v3.pdf	762.52 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS Interlinking Scheme Guidelines_24.05.2016.pdf	596.94 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS Onboarding Policy_07Jan2016.pdf	420.66 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS_Policy_for_Counsellors-27-05-2016_Final.pdf	358.93 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM

Redirection Notification

- 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.

30. Key Performance Indicators

This link allows you to view key performance indicators.

- Click the **Reports & Documents** link from the top menu bar and then the **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.

FileName	File Size	File Type	Created On
Career Centre guidelines 10 Dec 2014 Final-v3.pdf	762.52 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS Interlinking Scheme Guidelines_24.05.2016.pdf	596.94 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS Onboarding Policy_07Jan2016.pdf	420.66 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS_Policy_for_Counsellors-27-05-2016_Final.pdf	358.93 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM

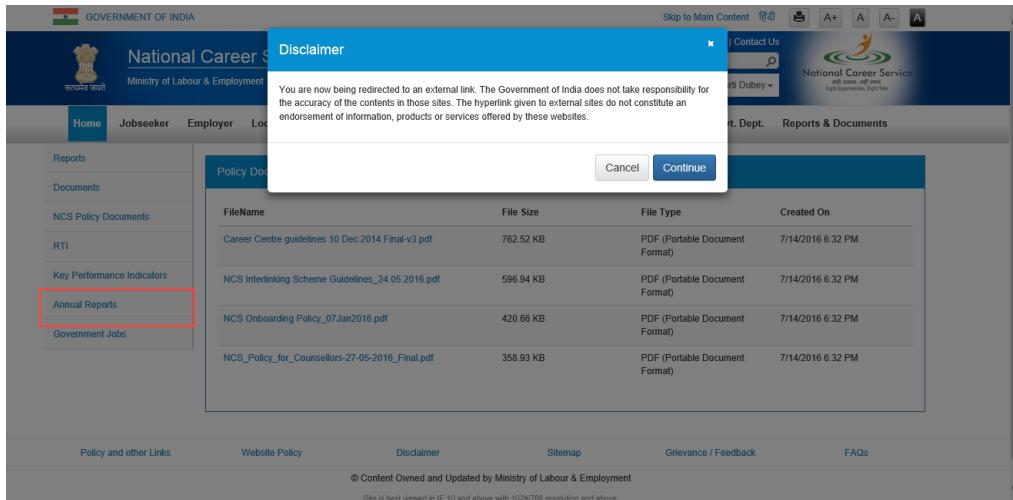
Redirection Notification

- If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/rfd>.

31. Annual Reports

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

1. Click the **Reports & Documents** link from the top menu bar and then the **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.



Redirection Notification

2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/annual-reports>.

32. Government Jobs

This link allows you to review all Government jobs available in different ministries and departments. You can also apply to those jobs by accessing the concerned websites and web pages.

1. Click the **Reports & Documents** link from the top menu bar and then the **Government Jobs** link from the left panel. A screen displays listing various Government jobs and URLs for those jobs.

Home	Jobseeker	Employer	Local Services	Career Center	Counsellor	Skill Provider	Placement Organisation	Govt. Dept.	Reports & Documents
Reports	#	Ministry	Department	Home Page	Recruitment Page				
Documents	1		Department of Agriculture and Cooperation	http://agricoop.nic.in/	http://agricoop.nic.in/Recruitments.aspx				
NCS Policy Documents	2	Ministry of Agriculture	Department of Agricultural Research and Education	http://dare.nic.in/	http://www.icar.org.in/en/node/1151				
RTI	3		Department of Animal Husbandry, Dairying and Fisheries	http://dahd.nic.in/	http://dahd.nic.in/notices/recruitment				
Key Performance Indicators	4	Ministry of Ayush		http://ayush.gov.in/	http://ayush.gov.in/tenders-vacancies-and-announcements/vacancies				
Annual Reports	5		Department of Chemicals and Petro-Chemicals	http://chemicals.nic.in/	http://chemicals.nic.in/recruitment				
Government Jobs	6	Ministry of Chemicals and Fertilizers	Department of Fertilizers	http://fert.nic.in/	http://fert.nic.in/latest-releases-archive				
	7		Department of Pharmaceuticals	http://pharmaceuticals.gov.in/	http://pharmaceuticals.gov.in/vacancy				
	8	Ministry of Civil Aviation		http://www.civilaviation.gov.in/	http://www.civilaviation.gov.in/documents/circulars				

Listed Government Jobs

- Click the home page link or the recruitment page link of the required listed job post.

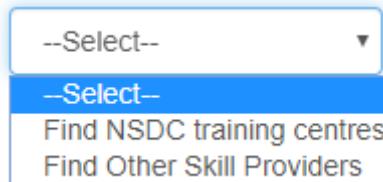
33. Find Skill Provider

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.

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

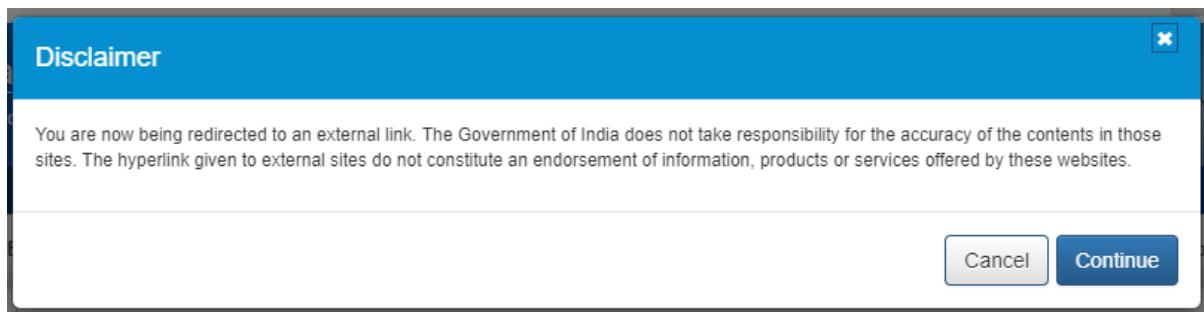
Search Skill Providers Screen

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



Skill Providers Options

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



Redirection Notification

By selecting the **Continue** button, you will be navigated to the NSDC website where you can search for the nearest NSDC training centre.

- 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.

A search interface titled "Search Skill Providers". It includes a dropdown menu "Find Other Skill Provic", a search input field containing "Industrial Painter, Dress Making, Floriculture, Mechani", a note "Please enter a keyword" in red, another input field "Please enter City or State", a note "Note : Location(s) selected from the list will only be considered.", and a yellow "Search" button.

Skill Providers Search Parameters

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

A search results page titled "Search Skill Providers". It shows a dropdown "Find Other Skill Provic", a search input field with "painter", a note "Note : Location(s) selected from the list will only be considered.", and a yellow "Search" button. Below is a list of results:

1	SCAD Polytechnic College, Cheranmahadevi, Tirunelveli
2	Prison Central, Palayamkottai , Tirunelveli
3	OPAL INSTITUTE OF TECHNOLOGY, DANIEL THOMAS NAGAR,
4	ARAVIND FOUNDATION - AK No 1 Construction, Vriddha

A navigation bar at the bottom shows pages 1 through 10, with "1" highlighted in blue.

Skill Providers Search Results

34. 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.

34.1 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.

Legend: Seats Available Available on Cancellation Seats Not Available Not Scheduled

Counsellor Calendar

--Select-- Please enter City or State Search

Note : Location(s) selected from the list will only be considered.

← Previous Week 05 Aug 2019 - 11 Aug 2019 Next Week →

Counsellor Name	05 Aug	06 Aug	07 Aug	08 Aug	09 Aug	10 Aug	11 Aug
👤 Sadhguru Sham	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
👤 jaidev shah	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
👤 sahara shah	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
👤 OTPverification Sharma	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
👤 Abhishek D	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
👤 Aditi Gupta	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
👤 anubhav	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
👤 Latikaa Chandel	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 33	Sun 39
👤 Abhishek Shukla	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
👤 Abhishek Vinay	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0

1 2

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.

Counsellor Calendar

Please enter City or State

Note : Location(s) selected from the list will only be considered.

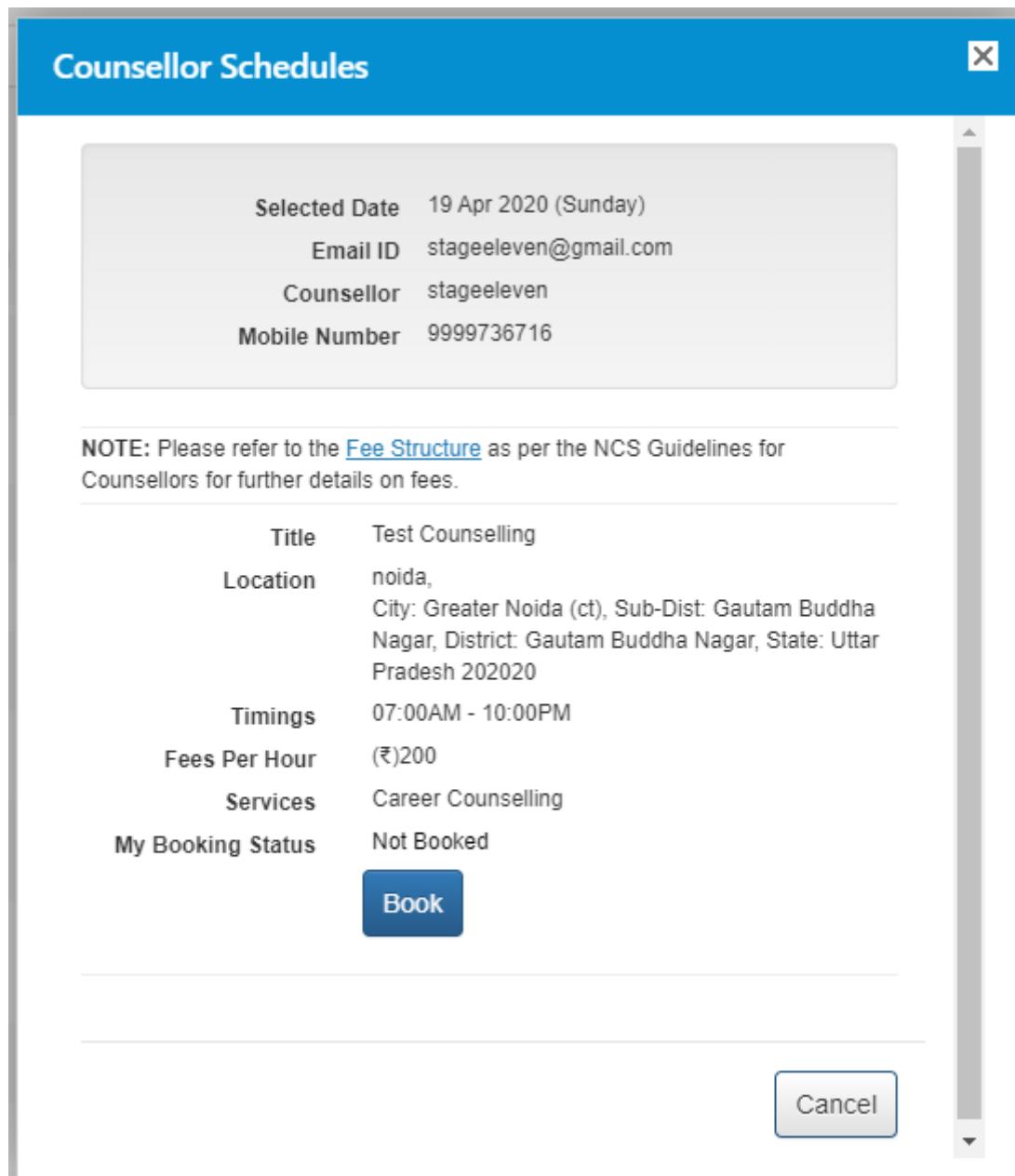
Search

Counsellor Name	05 Aug	06 Aug	07 Aug	08 Aug	09 Aug	10 Aug	11 Aug
Payale Aanand	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
NEERAJ PATHAK	Mon 0	Tue 0	Wed 10	Thu 0	Fri 10	Sat 0	Sun 0
Atul Bhaskar	Mon 0	Tue 0	Wed 6	Thu 6	Fri 6	Sat 0	Sun 0
Sudesh Mitra	Mon 0	Tue 0	Wed 0	Thu 4	Fri 0	Sat 4	Sun 0
Ruma Das	Mon 0	Tue 0	Wed 2	Thu 2	Fri 2	Sat 2	Sun 2
Archana Singh	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Neha Makhija	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Chandan Kumar	Mon 0	Tue 0	Wed 20	Thu 20	Fri 20	Sat 20	Sun 20
Jyoti Varshney	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Manoj Anand	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0

1 2 3

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.

34.2 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													
--Select--		Please enter City or State				Search							
<small>Note : Location(s) selected from the list will only be considered.</small>													
← Previous Week 05 Aug 2019 - 11 Aug 2019 Next Week →													
Counsellor Name	05 Aug	06 Aug	07 Aug	08 Aug	09 Aug	10 Aug	11 Aug						
Sadhguru Sham	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						
jaidev shah	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						
sahara shah	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						
OTPverification Sharma	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						
Abhishek D	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						
Aditi Gupta	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						
anubhav	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						
Latikaa Chandel	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 33	Sun 39						
Abhishek Shukla	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						
Abhishek Vinay	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						

1 2

Counsellor Calendar Screen

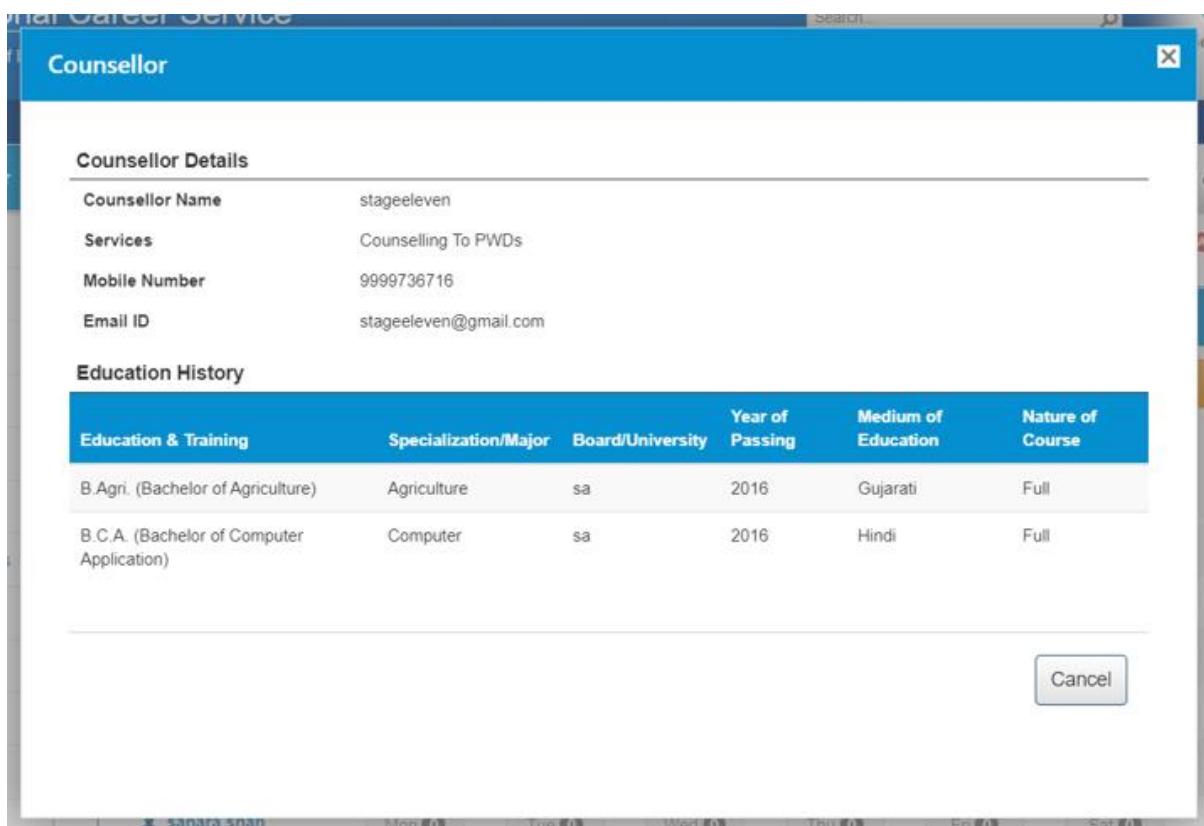
- Select the type of counselling (career counselling or vocational guidance) you require from the drop-down, enter a location in the text field and click the **Search** button. This displays available counsellors who match your search criteria.

Counsellor Calendar													
Career Counselling		Please enter City or State				Search							
<small>Note : Location(s) selected from the list will only be considered.</small>													
← Previous Week 05 Aug 2019 - 11 Aug 2019 Next Week →													
Counsellor Name	05 Aug	06 Aug	07 Aug	08 Aug	09 Aug	10 Aug	11 Aug						
Payale Aanand	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						
NEERAJ PATHAK	Mon 0	Tue 0	Wed 10	Thu 0	Fri 10	Sat 0	Sun 0						
Atul Bhaskar	Mon 0	Tue 0	Wed 6	Thu 6	Fri 6	Sat 0	Sun 0						
Sudesh Mitra	Mon 0	Tue 0	Wed 0	Thu 4	Fri 0	Sat 4	Sun 0						
Ruma Das	Mon 0	Tue 0	Wed 2	Thu 2	Fri 2	Sat 2	Sun 2						
Archana Singh	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						
Neha Makhija	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						
Chandan Kumar	Mon 0	Tue 0	Wed 20	Thu 20	Fri 20	Sat 20	Sun 20						
Jyoti Varshney	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						
Manoj Anand	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0						

1 2 3

Career Counsellor Search Results

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



The screenshot shows a 'Counsellor' pop-up window with the following details:

Counsellor Details

Counsellor Name	stageeleven
Services	Counselling To PWDs
Mobile Number	9999736716
Email ID	stageeleven@gmail.com

Education History

Education & Training	Specialization/Major	Board/University	Year of Passing	Medium of Education	Nature of Course
B.Agr. (Bachelor of Agriculture)	Agriculture	sa	2016	Gujarati	Full
B.C.A. (Bachelor of Computer Application)	Computer	sa	2016	Hindi	Full

Cancel

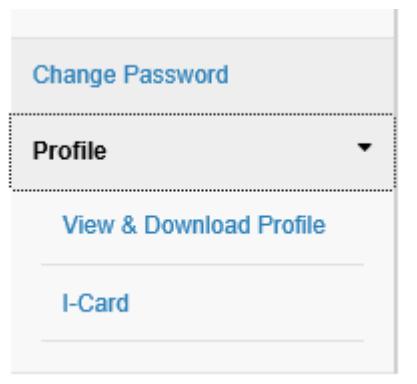
Counsellor Pop-up

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

35. Profile

This link allows you to view and download your NCS profile and also enable you to print out your identity card (I-Card). You can carry your I-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

2. Click the **View & Download Profile** or the **I-Card** link as required

35.1 View & Download profile

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

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

[Home](#) [Jobseeker](#) [Employer](#) [Local Services](#) [Career Center](#) [Counsellor](#) [Skill Provider](#) [Placement Organisation](#) [Govt. Dept.](#) [Reports & Documents](#)

[Jobseeker Home](#)
[View/Update NCS Profile](#)
[Search Jobs](#)
[Jobs Applied](#)
[My Interviews](#)
[Job Preferences](#)
[Feedback on Local Services](#)
[Job Fair / Event](#)
[Cases](#)
[Assessment Tool](#)
[My Appointments](#)
[Announcements](#)
[Templates](#)
[Job Fair / Event Participation](#)
[Change Password](#)

Profile

View and Download CV

I-Card

Resume

Personal Information

Name	Abhay Kumar Rawal	NCS ID	J11L61-1031508564126
Gender	Male	Date of Birth	14-06-1989
Email ID	priyamvada18nov@yahoo.co.in	Mobile	9654982668
Phone	-	Primary Language	Hindi
Marital Status	Married	Address	Noida,Gautam Buddha Nagar,Gautam Buddha Nagar,Gautam Buddha Nagar,-,201301

Experience

Total Years of Experience	3 year(s) 0 month(s)	Last Experience Updated	25/02/2019		
Employer Name	Designation	Start Date	End Date	Is Current Job	Functional Role
WNC	Team Lead	25/3/2016	25/3/2017	Yes	Team Leader

Education

Highest Education Level	Phd				
Education	Specialization/Major	Board/University	Year of Passing	Grade/Percentage/ Percentile Value	Nature of Course
Ph.D. (Doctorate of Philosophy)	Chemical Engineering	DAVANGERE UNIVERSITY, DAVANGERE	2007		Full
Ph.D. (Doctorate of Philosophy)	Applied Physics	DAVANGERE UNIVERSITY, DAVANGERE	2013	B	Full
Ph.D. (Doctorate of Philosophy)	Biochemistry	DAVANGERE UNIVERSITY, DAVANGERE	2010		Full
J.S.D. (Doctor of Juridical Science)	Law	dav	2006		Correspondence
B.H.M. (Bachelor of Hotel Management)	Hotel Management	dav	2009		Full
SSC (10th Class)		MP Board	2007		

Other Qualifications / Trainings / Courses

Certificate Name	Year	Issued By	Duration in Months	Further Details
vsvsd	2012	ITI		

Other Skills

Other Skill Name	Experience	Proficiency
Engineer	3 Year(s) 4 Month(s)	Expert

[Download Profile](#)

Policy and other Links

Website Policy

Disclaimer

Sitemap

Grievance / Feedback

FAQs

© Content Owned and Updated by Ministry of Labour & Employment

Site is best viewed in IE 10 and above, supports Chrome, Firefox Browsers with 1024 x 768 resolution and above.

Resume Screen

93 | Page

Job Seeker-v5.1.06.06.2021

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

35.2 I-Card

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

- Click the **I-Card** link from the left panel. The **I-Card** screen displays.

National Career Service
Ministry of Labour & Employment

NCS ID	: J10G73-0047270276494
Name	: abhishek
Email	: abhishekmpct@gmail.com
Mobile	: 9953320242
DOB	: 12/05/1982
Gender	: Male
State	: Karnataka
District	: Hassan
UID Type	: Aadhaar Card
UID No	: 878878787878
Issued On	: 26/08/2016

Download I-Card

I-Card Screen

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

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

36. 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.

36.1 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.

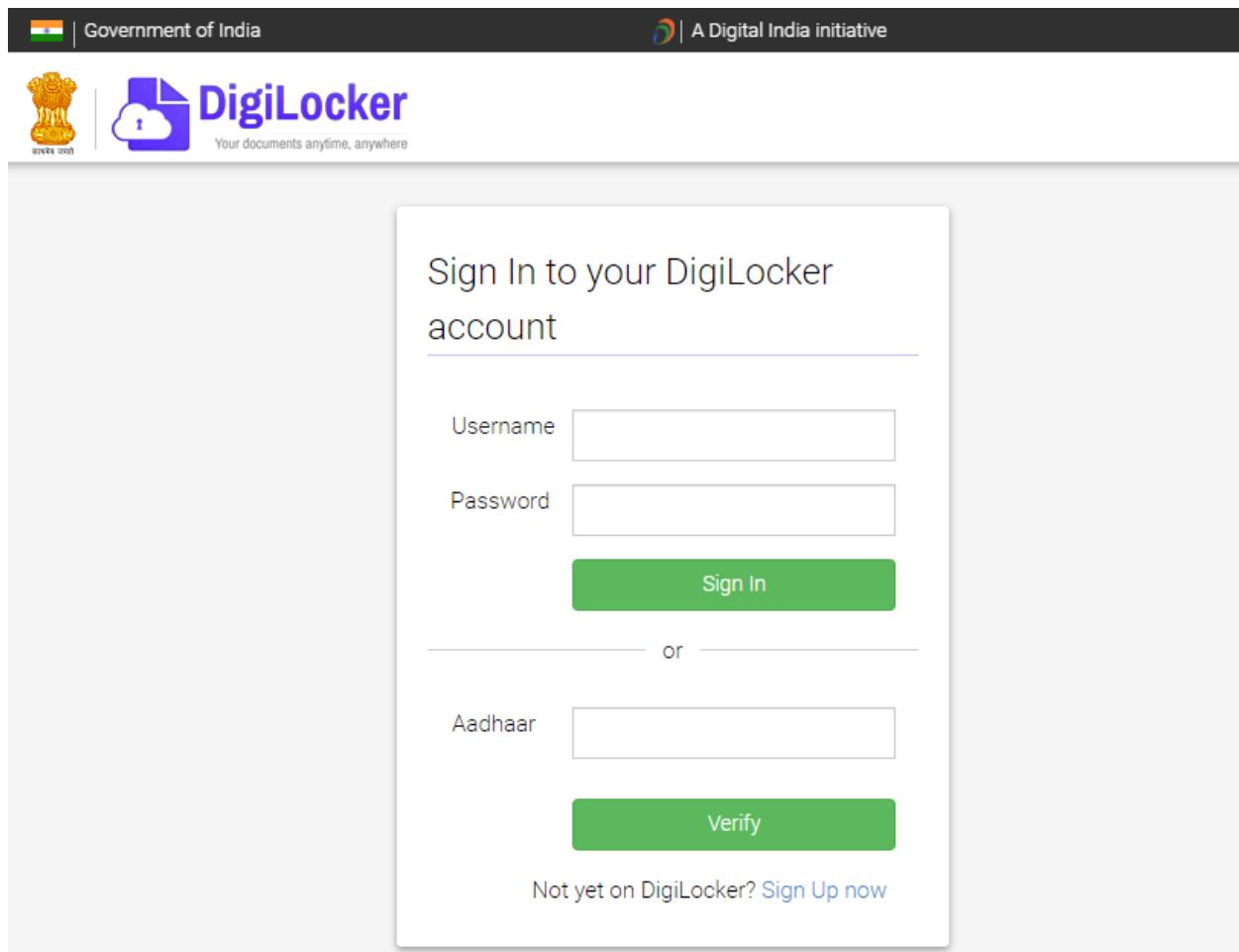
However, if you are a registered NCS portal user but do not have an existing DigiLocker account, then you can create a DigiLocker account for yourself. [Click here](#) to know more.

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.

36.2 Create a DigiLocker Account

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

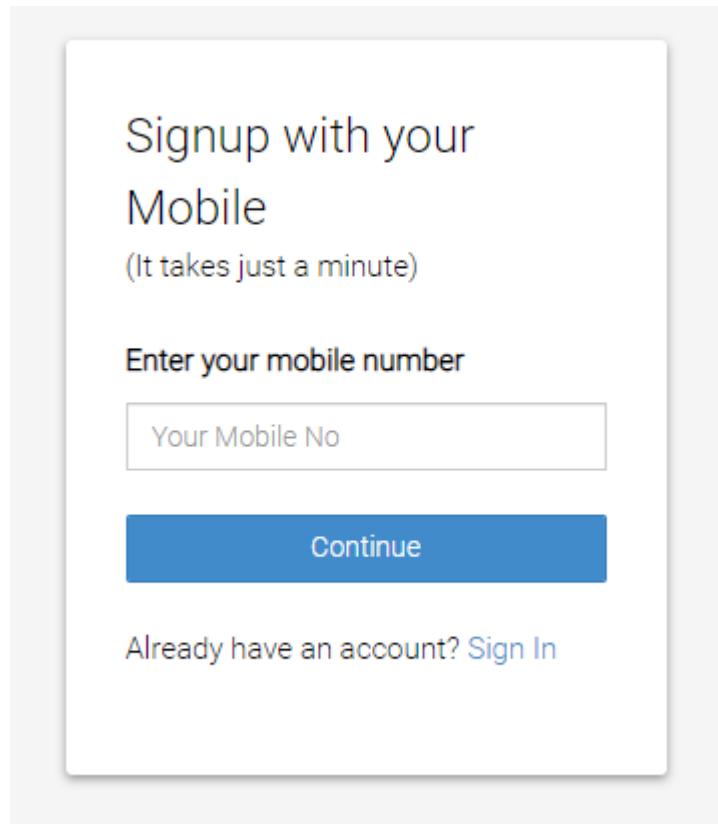
1. Click the **DigiLocker connect** link. The NCS portal navigates you to the DigiLocker site displaying this screen.



DigiLocker Sign In Screen

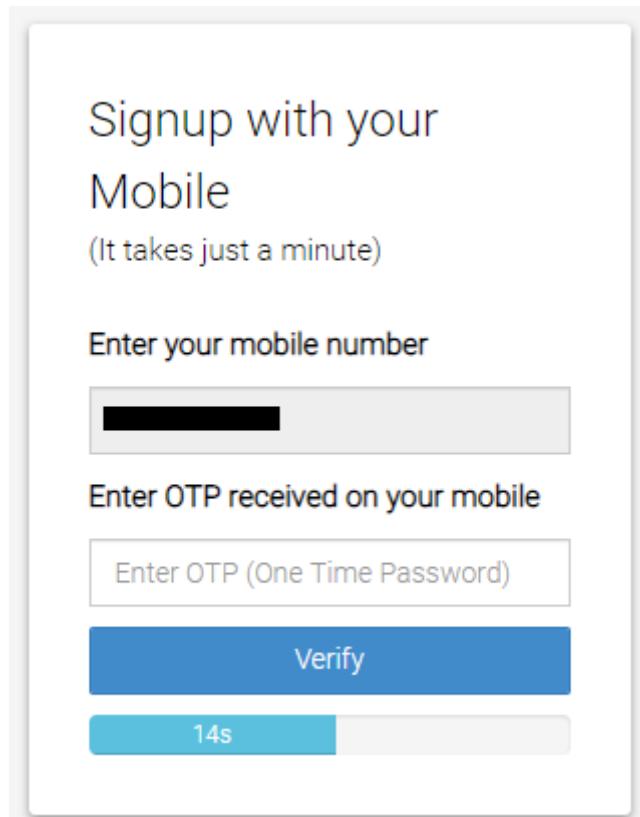
The NCS portal tab on the web browser is now replaced with the DigiLocker site.

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.

 | Government of India

 A Digital India initiative


DigiLocker
Your documents anytime, anywhere

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

Create Username and Password for your DigiLocker account.

Set your username	<input type="text" value="enter email/mobile number"/>
Set your password	<input type="password" value="Password"/>
Signup	

DigiLocker Signup Credentials Screen

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

 | Government of India

 A Digital India initiative


DigiLocker
Your documents anytime, anywhere

Your DigiLocker account was created successfully!

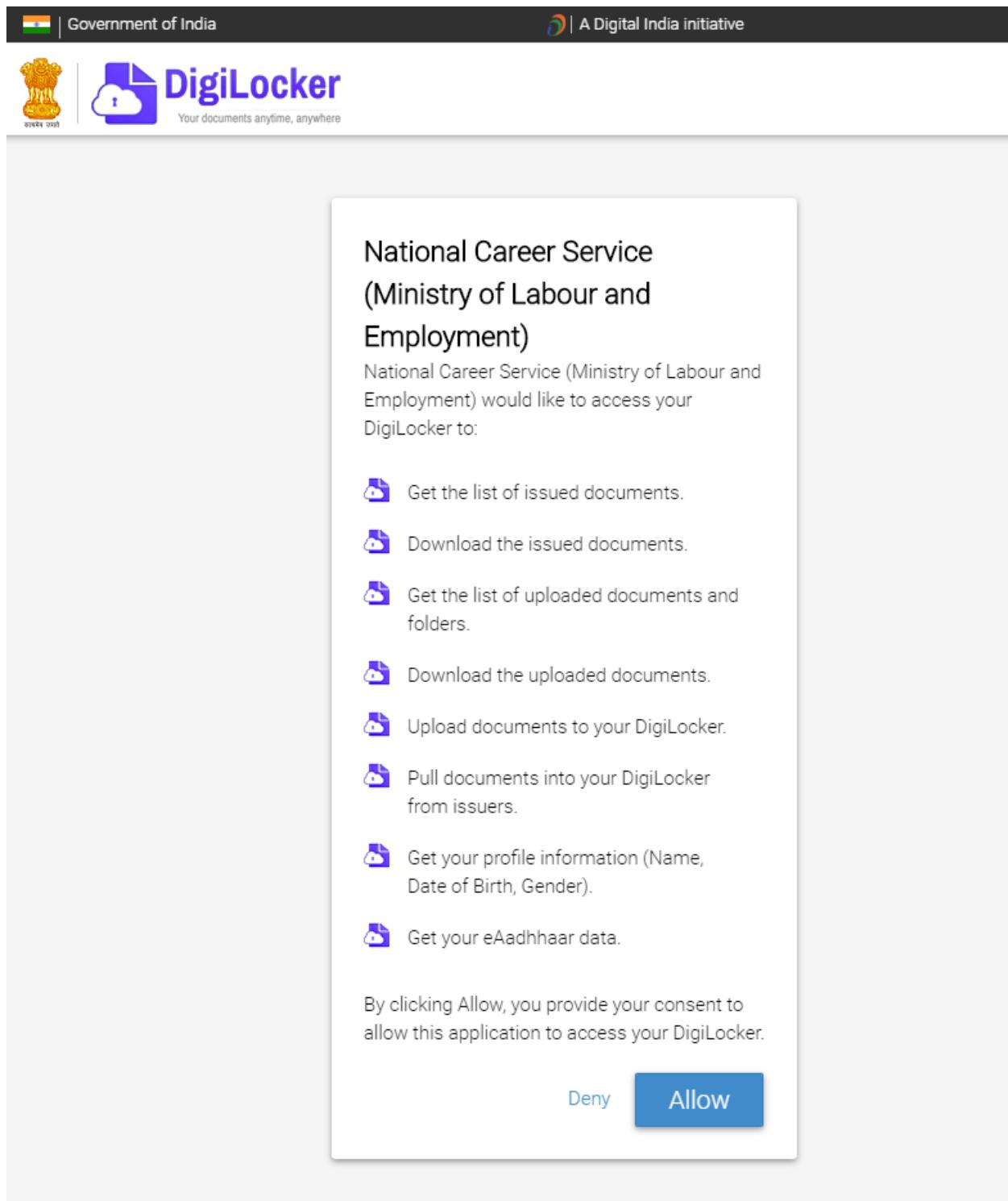
To Get The Best From DigiLocker, Enter Your Aadhaar Number

 AADHAAR	<input type="text" value="Aadhaar Number"/>
<input type="checkbox"/> I give my consent to DigiLocker to use my Aadhaar number & OTP to fetch my e-KYC details from UIDAI for availing services through it.	
SUBMIT	

Don't have Aadhaar? Continue here >>

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.

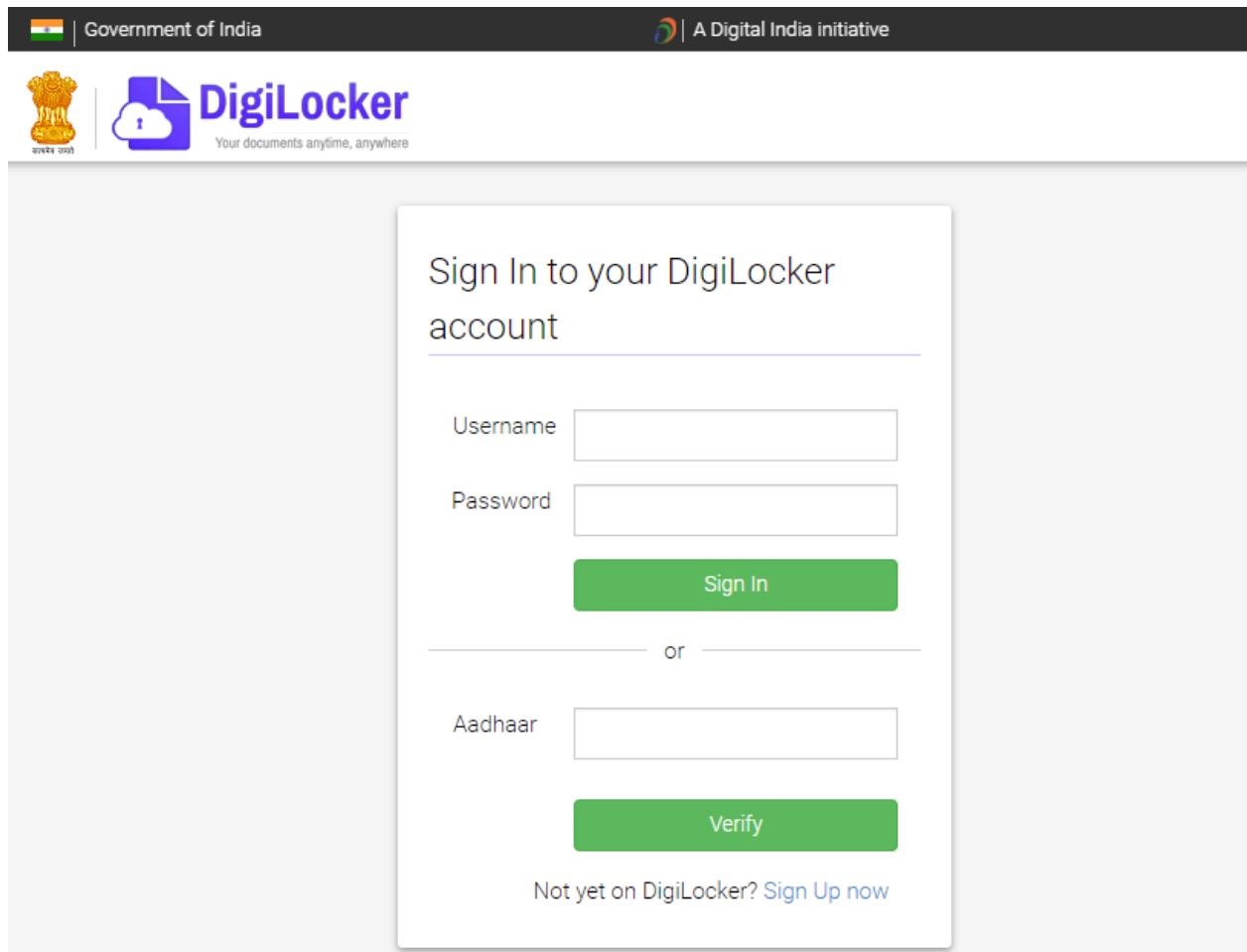
As you are now registered with DigiLocker the **DigiLocker connect** link label is changed to **Upload**. This indicates that your NCS and DigiLocker accounts are now connected. You can now upload your documents to DigiLocker application directly from the NCS portal.

36.3 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:



National Career Service (Ministry of Labour and Employment)

National Career Service (Ministry of Labour and Employment) would like to access your DigiLocker to:

- Get the list of issued documents.
- Download the issued documents.
- Get the list of uploaded documents and folders.
- Download the uploaded documents.
- Upload documents to your DigiLocker.
- Pull documents into your DigiLocker from issuers.
- Get your profile information (Name, Date of Birth, Gender).
- Get your eAadhaar data.

By clicking Allow, you provide your consent to allow this application to access your DigiLocker.

Deny

Allow

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.

36.4 Adding Documents to DigiLocker

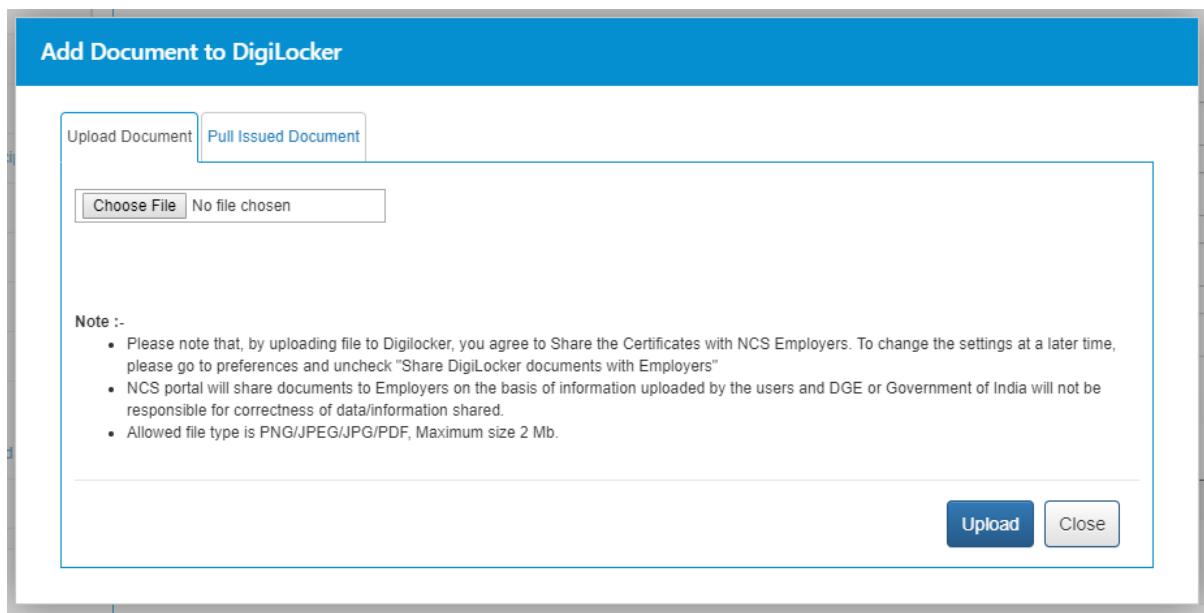
As a registered DigiLocker user, you can add your documents (certificates, mark sheets, identification documents, etc.) to this online service from the NCS portal.

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

36.4.1 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.

Add Document to DigiLocker

Resume.pdf

Note :-

- Please note that, by uploading file to Digilocker, you agree to Share the Certificates with NCS Employers. To change the settings at a later time, please go to preferences and uncheck "Share DigiLocker documents with Employers"
- NCS portal will share documents to Employers on the basis of information uploaded by the users and DGE or Government of India will not be responsible for correctness of data/information shared.
- Allowed file type is PNG/JPEG/JPG/PDF, Maximum size 2 Mb.

Select File

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

Add Document to DigiLocker

No file chosen

File uploaded successfully.

Note :-

- Please note that, by uploading file to Digilocker, you agree to Share the Certificates with NCS Employers. To change the settings at a later time, please go to preferences and uncheck "Share DigiLocker documents with Employers"
- NCS portal will share documents to Employers on the basis of information uploaded by the users and DGE or Government of India will not be responsible for correctness of data/information shared.
- Allowed file type is PNG/JPEG/JPG/PDF, Maximum size 2 Mb.

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.

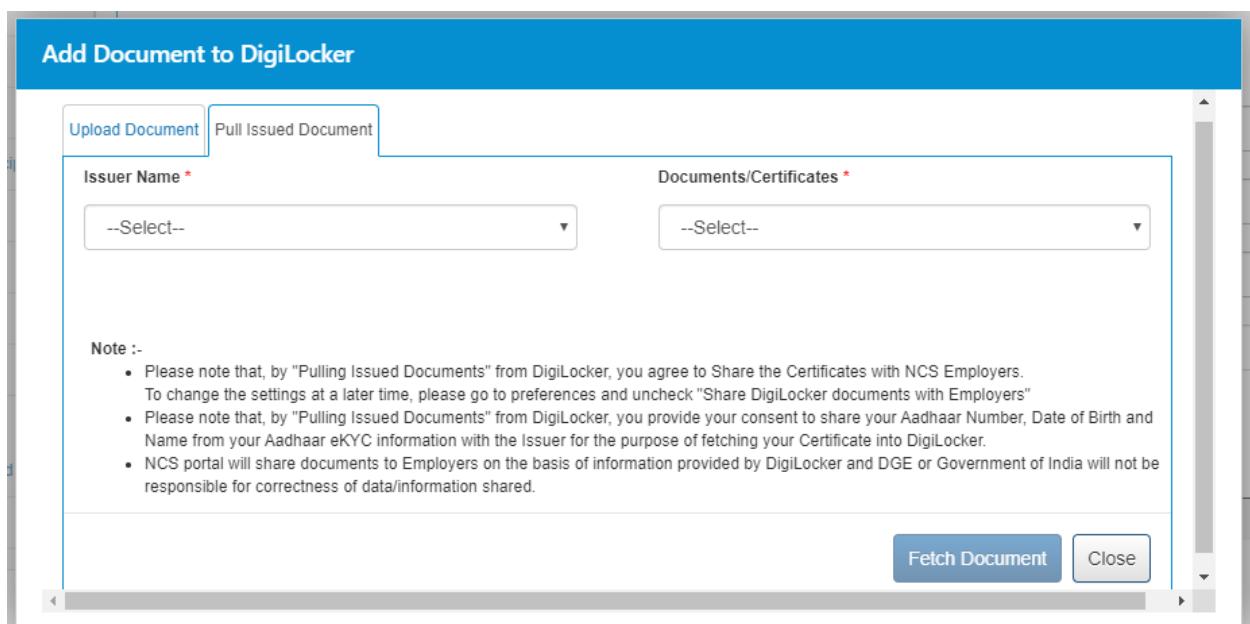
36.4.2 Pull Issued Documents

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.

Add Document to DigiLocker

Upload Document Pull Issued Document

Issuer Name *	Documents/Certificates *
--Select--	--Select--
Select Chhattisgarh Infotech Promotion Society, Chhattisgarh Digital Gujarat- Common Services Portal, Gujarat Directorate of Information Technology, Government of Tripura, Tripura eDistrict Andaman & Nicobar Islands, Andaman & Nicobar eDistrict Assam, Assam eDistrict Haryana, Haryana eDistrict Himachal Pradesh, Himachal Pradesh eDistrict Kerala, Kerala eDistrict Madhya Pradesh, Madhya Pradesh eDistrict Odisha, Odisha eDistrict Uttar Pradesh, Uttar Pradesh eDistrict Uttarakhand, Uttarakhand eService (eDistrict), Arunachal Pradesh General Administration Department, Bihar Himachal Pradesh Department of Revenue, Himachal Pradesh Jharsewa (eDistrict), Jharkhand Mee Seva Andhra Pradesh, Andhra Pradesh Punjab State eGovernance Society, Punjab Revenue Department - Nadakacheri, Karnataka	
Share the Certificates with NCS Employers. Share DigiLocker documents with Employers' our consent to share your Aadhaar Number, Date of Birth and fetching your Certificate into DigiLocker. ed by DigiLocker and DGE or Government of India will not be	
Fetch Document Close	

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.

Add Document to DigiLocker

Upload Document Pull Issued Document

Issuer Name *	Documents/Certificates *
Directorate of Information Technology, Government	--Select-- --Select-- OBC Certificate SC/ST Certificate
Note :- <ul style="list-style-type: none"> Please note that, by "Pulling Issued Documents" from DigiLocker, you agree to Share the Certificates with NCS Employers. To change the settings at a later time, please go to preferences and uncheck "Share DigiLocker documents with Employers" Please note that, by "Pulling Issued Documents" from DigiLocker, you provide your consent to share your Aadhaar Number, Date of Birth and Name from your Aadhaar eKYC information with the Issuer for the purpose of fetching your Certificate into DigiLocker. NCS portal will share documents to Employers on the basis of information provided by DigiLocker and DGE or Government of India will not be responsible for correctness of data/information shared. 	
Fetch Document Close	

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.

Add Document to DigiLocker

Upload Document **Pull Issued Document**

Issuer Name * Directorate of Information Technology, Government **Documents/Certificates *** OBC Certificate

Reference No. e.g.PRTC/2017/84891 **Token No.** e.g.B2881A75

Note :-

- Please note that, by "Pulling Issued Documents" from DigiLocker, you agree to Share the Certificates with NCS Employers. To change the settings at a later time, please go to preferences and uncheck "Share DigiLocker documents with Employers"
- Please note that, by "Pulling Issued Documents" from DigiLocker, you provide your consent to share your Aadhaar Number, Date of Birth and Name from your Aadhaar eKYC information with the Issuer for the purpose of fetching your Certificate into DigiLocker.
- NCS portal will share documents to Employers on the basis of information provided by DigiLocker and DGE or Government of India will not be responsible for correctness of data/information shared.

Enter Details

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

Add Document to DigiLocker

Upload Document **Pull Issued Document**

File fetched successfully from existing documents in DigiLocker.

Issuer Name * --Select-- **Documents/Certificates *** --Select--

Note :-

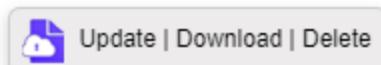
- Please note that, by "Pulling Issued Documents" from DigiLocker, you agree to Share the Certificates with NCS Employers. To change the settings at a later time, please go to preferences and uncheck "Share DigiLocker documents with Employers"
- Please note that, by "Pulling Issued Documents" from DigiLocker, you provide your consent to share your Aadhaar Number, Date of Birth and Name from your Aadhaar eKYC information with the Issuer for the purpose of fetching your Certificate into DigiLocker.
- NCS portal will share documents to Employers on the basis of information provided by DigiLocker and DGE or Government of India will not be responsible for correctness of data/information shared.

Fetch Document **Close**

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

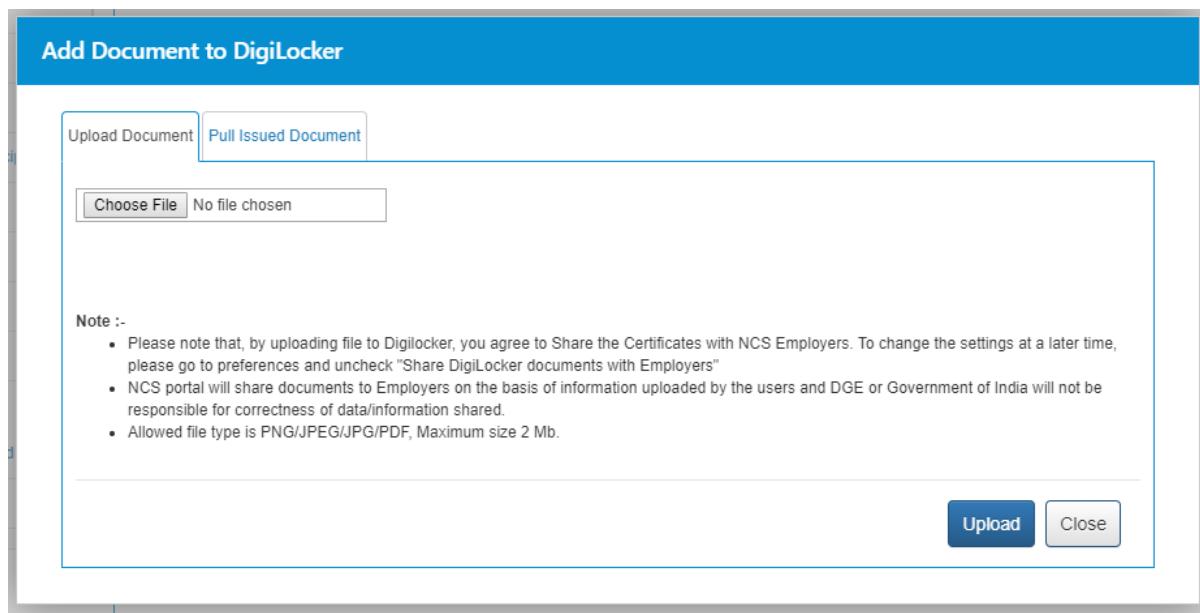
All the **Upload** link labels are now changed to **Update | Download | Delete**. This indicates that your document is now added to the DigiLocker and you can now either update the said document, download or delete the same.

36.5 Updating Existing Documents on DigiLocker

You might want to update documents that you have already uploaded to DigiLocker. Updating allows you to upload and replace (update) the older version of your document with the latest version of that particular document on DigiLocker.

Follow these steps to update your existing documents on DigiLocker:

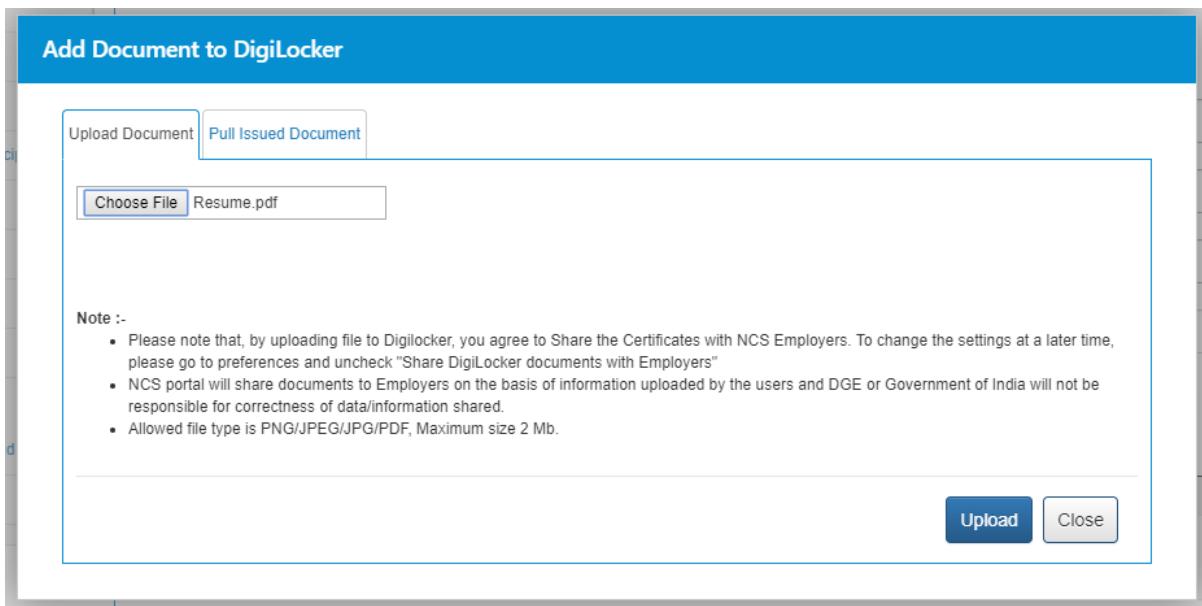
1. Click the **Update** link. The **Add Document to DigiLocker** pop-up displays. There are two tabs on the pop-up, ensure that the **Upload Document tab** is selected.



Upload Document Tab

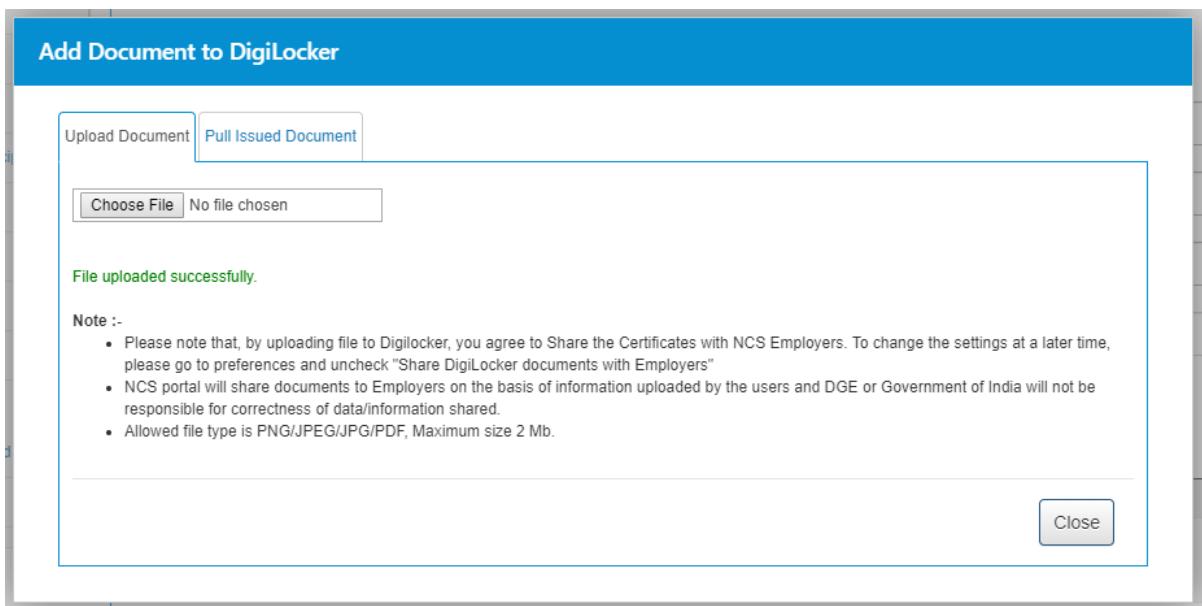
Note: The feature (**Pull Issued Document tab** on the **Add Document to DigiLocker** pop-up) for fetching issued documents, from DigiLocker, is only available wherever issuer documents are required on the NCS portal. Else, wherever an issue document is not required the **Add Document to DigiLocker**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

2. Click the **Choose File** button and locate the file, on the computer, you want to upload.



Select File

- 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.

- Click the **Close** button.

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

36.6 Downloading Documents from DigiLocker

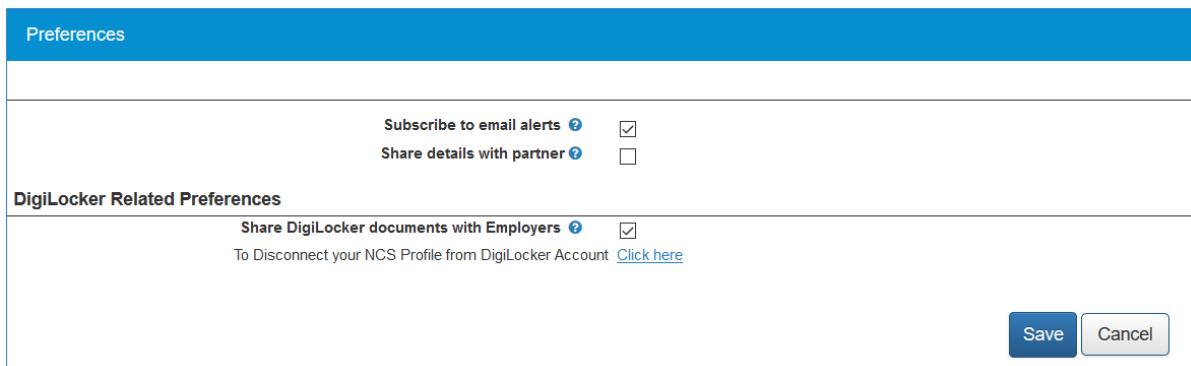
Follow these steps to download your documents from DigiLocker:

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.

36.7 Disconnecting from DigiLocker

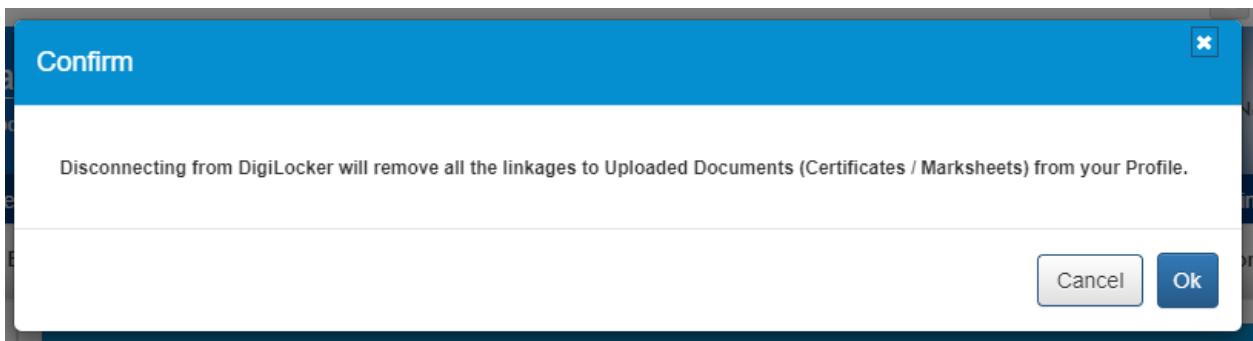
You can disassociate your NCS portal account from your DigiLocker account anytime you want. Doing this, you will not be able to access documents already uploaded to DigiLocker.

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.

36.8 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.

The screenshot shows the 'Preferences' screen with a blue header bar. Below it, there's a section titled 'DigiLocker Related Preferences'. Under this section, there are two checkboxes: 'Share DigiLocker documents with Employers' (which is checked) and 'To Disconnect your NCS Profile from DigiLocker Account [Click here](#)'. At the bottom right of the screen are 'Save' and 'Cancel' buttons.

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.