EMPLOYER – REGISTRATION PROCESS

Start → Visit *www.ncs.gov.in* → Click on **New User? Sign Up** button → Select **"Employer"** option from the **"Register As"** drop down → Select **Organization Category**

From Select Organization Category:
- **Private Sector** → Select **Organization Type**: Company/ NGO/ Partnership/ Proprietorship/ Others
- **Public Sector** → Select **Organization Type**: Central PSU/ State PSU/ Local Bodies/ Others

Both Organization Type options → Fill details of the Registered Office : Address, State, District, Sub-District, Village, Pincode, Mobile Number and Company Email → Enter **Organization PAN/ Proprietor PAN** Organization Name and Date of Incorporation should be same as mentioned in Form 26A of PAN Application → Fill User Details : Name, Mobile Number, Email, Contact Designation → Click on the **"Submit"** Button → After successful registration, Enter the **OTP received on the registered Mobile Number** → Again Click on **"Submit"** button & account is successfully created → Access account, Post jobs and search candidates → **A**

A → Against any Posted job,
- Search Jobseekers or
- View Applications received

→ Çlick on selected Jobseeker's name, its profile will become visible

→ Click on "View Documents/Certificates" Button to Download and view candidate's Certificates/Documents

→ **Stop**