

Jobseeker Handbook

NATIONAL CAREER SERVICE PORTAL

Directorate General of Employment
MINISTRY OF LABOUR

National Career Service (NCS) is a one-stop destination that provides a host of career-related services such as dynamic job matching, career counselling, job notifications, vocational guidance, information on skill development courses, internships and alike. A national portal (**www.ncs.gov.in**) is operational and provides a nation-wide platform to connect job seekers and employers.

Jobseeker

A jobseeker is a person who is looking for a viable employment (job) opportunity. To get a job through the NCS portal as a jobseeker, you need to first register yourself on the portal.

1. Registration

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

- Visit **www.ncs.gov.in**, The Home Page will be displayed
- Click on **New User? Sign Up** button on right side of the Home Page.
- Select the Jobseeker option from the “**Register As**” drop-down. This displays the employer user registration screen.
- Fill the complete Registration Form basic details along with Unique Identification Number (either of Pan card, Voter’s Identity Card, Passport, Driving License, or UAN Number)
- After successful registration, an OTP will be sent to the registered mobile number. Use the same **OTP for successful verification**
- After entering the OTP, Click on **Submit** button and the account will be created successfully.
- NCS offers two kinds of profiles for Jobseekers
 - (i) **Detailed Profile:** For Jobseekers with qualification above class 12th
 - (ii) **Short Profile:** For Jobseekers with qualification below class 12th

2. View and Update Jobseeker Profile

Once registered on NCS Portal, the Job seeker should **update profile to get Job recommendations** and noticed by Employers for relevant openings.

- Click on “View/Update NCS Profile” in left navigation panel and update profile
 - (i) **Detailed Profile** - Personal information, Physical Attributes, Communication, Education and Training, Experience, Other Skills, My references, Preferences all the tabs need to be updated
 - (ii) **Short Profile** - Only needs to update Personal Information and Communication Tabs
- Upload relevant documents under each tab using “DigiLocker connect” Link. Jobseekers who are already registered on DigiLocker , can sign in using existing credentials and those who do not have DigiLocker account can sign up using Mobile no. or Aadhaar no.
- Once successfully registered on DigiLocker, NCS will take consent to share certificates with NCS registered Employers. Once consent is granted, NCS and DigiLocker accounts get connected. “DigiLocker connect” link will now change to “Upload link labels.” Upload all required documents like CV, Caste certificate, Unique Identification Id, Differently Abled certificate, Passing Certificates and Final marksheets under relevant tabs.
- Once the documents are uploaded, Jobseeker can update/delete them anytime.

3. Download Resume

- Jobseekers can download a standard CV by selecting **View and download CV** on the Left Navigation Panel. The CV would be system generated as per the details updated by the jobseeker in *View/Update NCS Profile*

4. Search and apply Jobs

- Once profile is updated, Jobseeker can search jobs by clicking on **Search Jobs** tab in the left navigation panel of the jobseeker dashboard
- Jobs search can be **customized by using specific keywords**, Location, Expected Salary etc. or using

advanced search parameters to further narrow down the results

- After setting the search criteria, click the Search button to view search results in the Jobs section of the screen
- Jobseeker can also **save his search** criteria to get job notification emails on his registered email id.
- The search results can also be refined using the filters in the right navigation of the search page
- The job search results displays two types of jobs as follows:
 - o **Direct Job Postings on NCS** – Jobs posted on the NCS portal
 - o **Job Postings by NCS Partners** – Jobs posted on the NCS portal by partners
- Click the “Apply” button on right side of each job posting to apply for that particular job role
- For NCS partner jobs, jobseeker would be redirected to the partner’s website to finish the application process

5. Scheduled Interviews

- If an employer has selected the jobseeker for an interview the same can be viewed by the jobseeker
- Jobseekers can view all of his/her scheduled interviews with various employers in **My Interviews** tab section in the Left Panel of the jobseeker dashboard
- Jobseekers have the option to accept the interview invite or reject the same requesting for change in slot

6. Job Fairs & Events

- Job Fairs & Events are conducted on periodic basis where employers and jobseekers come together for the purpose of recruitment
- Jobseekers can view, register and participate for the upcoming job fairs and events by selecting the **Job Fairs and Events** Tab in the left panel of the Jobseeker dashboard.

7. Assessment Test

- Jobseekers can take Psychometric or Aptitude Test by clicking on the **Assessment Test** tab on the left panel of the jobseeker dashboard
- Assessment Tests are **free of cost** and are available in both **English** and **Hindi**
- The results reports can be accessed from the Assessment Test tab on the left panel of the jobseeker dashboard as soon as the test is completed

8. Find Counsellor’s

- Jobseeker’s can seek guidance from Counsellor’s, at a fee of maximum Rs300/- per hour. To find counsellor’s visit Home on the top panel of jobseeker dashboard. Select **Find Counsellor** in the search dropdown
- On selecting the type of counselling and state a list of registered counsellors is displayed with their **available time slots**. Jobseekers can **book an appointment** as per the available slots

9. Find Career Centre

- Jobseeker’s can seek in person assistance by visiting any of the career centers of NCS. To find career center’s visit Home on the top panel of jobseeker dashboard. Select **Find Career Centre** in the search dropdown. Career centers can be searched via location.

For detailed information about the functionality of Jobseeker, please refer to the complete User Manual: https://www.ncs.gov.in/User_Manuals/Jobseeker.pdf