

NCS Portal Features Overview



2015 - 2016

Topics Covered

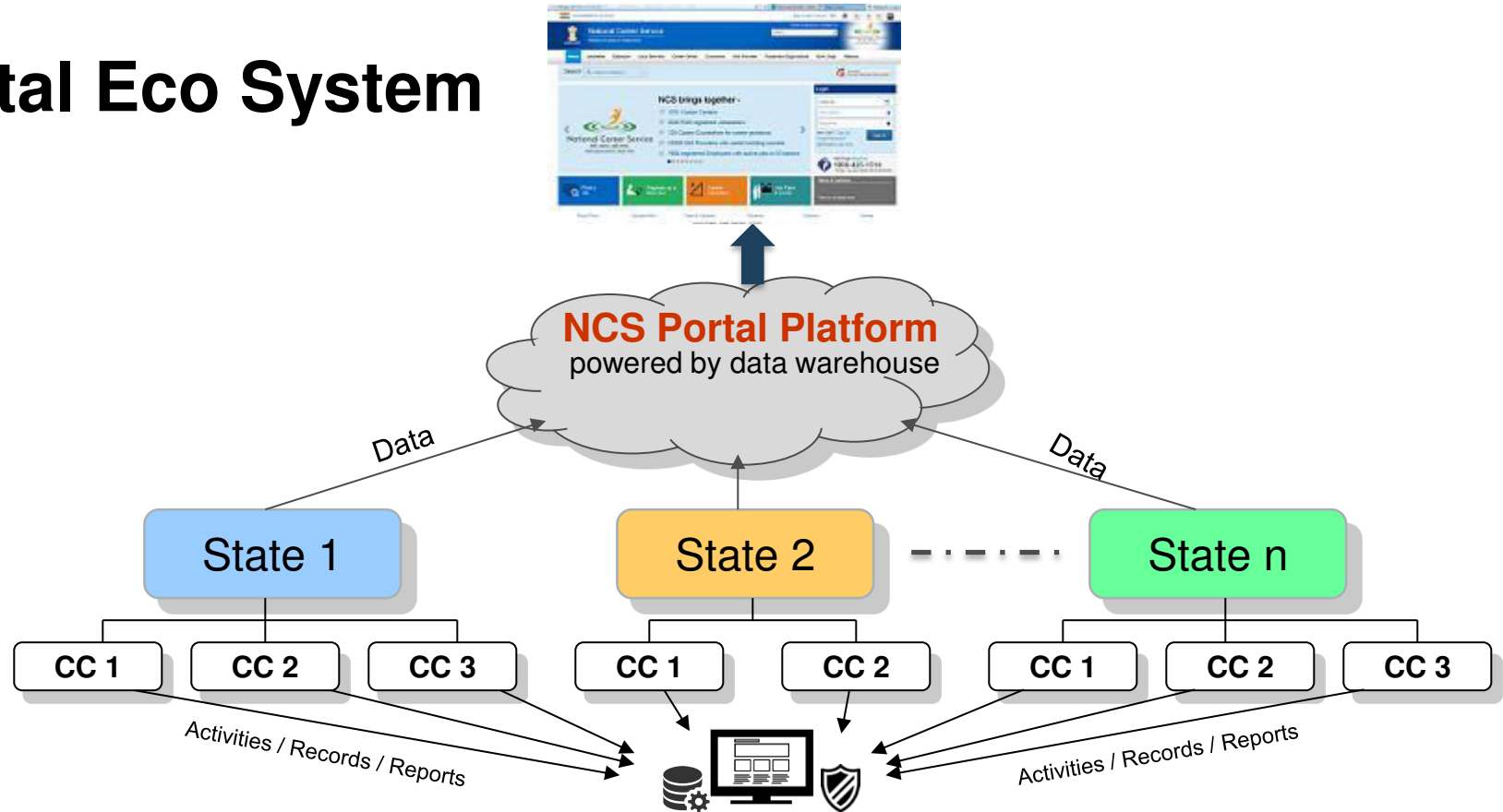
1. **DGE&T's NCS Portal Objective**
2. **Portal Eco System**
3. **Portal Overview**
4. **DGE&T Call Center**
5. **Reports**

DGE&T Objective – NCS Portal

A National ICT based portal to connect the opportunities with the aspirations of youth and facilitate registration of job seekers, job providers, skill providers, career counsellors, etc.

The portal should provide job matching services in a highly transparent and user friendly manner. These facilities along with career counselling content will be delivered by the portal through multiple channels like career centers, mobile devices, CSCs, etc.

Portal Eco System

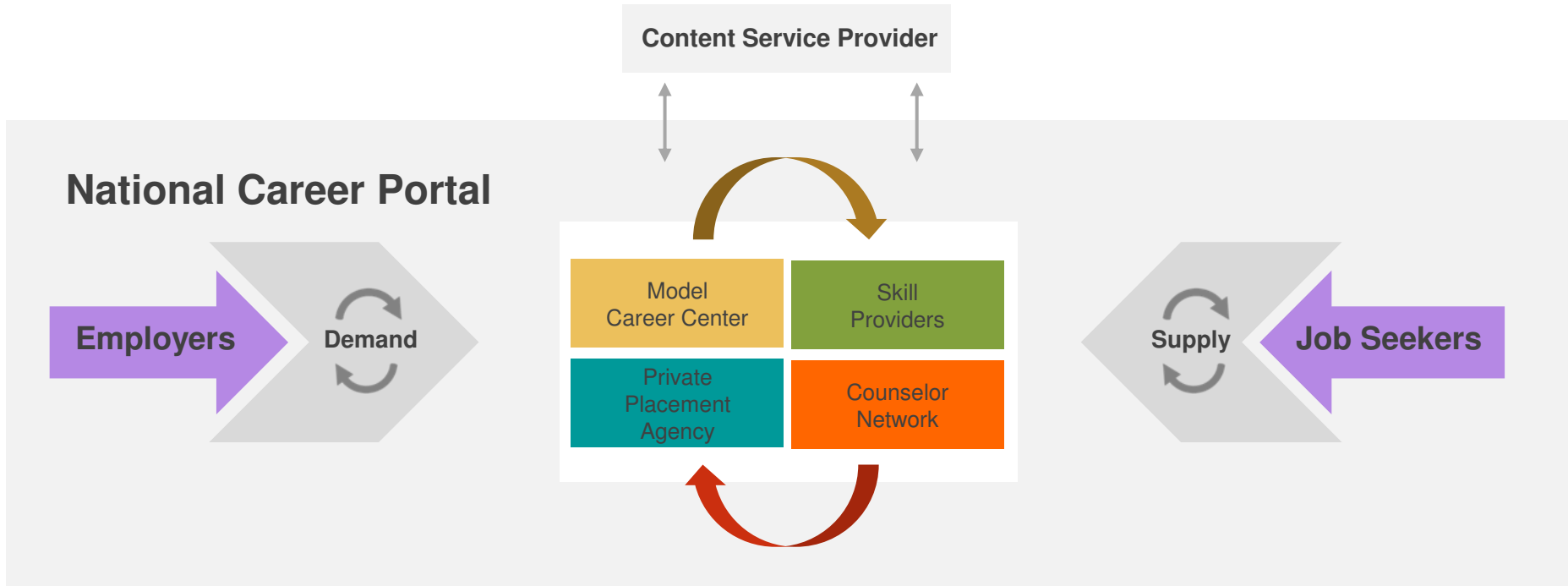


*CC – Career Center

Integrated Career Center Management System (Future Development)

Mission : To create **avenues/ opportunities** for all **ecosystem partners** through the core modular, fully **integrated and automated** portal

Portal Overview



Portal Users

Bringing Talent Closer to Opportunities...



Job Seeker



Employer



Career
Center



Private Placement
Agency



Skill / Training
Provider



Counsellor



Local Service
Provider



DGE&T
Admin and Users



सत्यमेव जयते

National Career Service

Ministry of Labour & Employment

[Home](#) | [About us](#) | [Contact Us](#)

Search...



National Career Service
सही अवसर, सही समय
Right Opportunities, Right Time

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

Search



NCS brings together -

- ✓ 1031 Career Centers
- ✓ 20407548 registered Jobseekers
- ✓ 129 Career Counsellors for career guidance
- ✓ 23936 Skill Providers with career building courses
- ✓ 1684 registered Employers with active jobs in 53 sectors




National Career Service
सही अवसर, सही समय
Right Opportunities, Right Time

Login

Login As

User Name

Password

New User? [Sign Up](#)

[Forgot Password?](#)

[NCS Users Login Here](#)

Sign In

Toll Free Helpline
1800-425-1514
Timing: Tue-Sun 08:00 AM to 08:00 PM

Find a Job

Register as a New User

Career Information

Job Fairs & Events

News & Updates

There is no latest news.

Job Seeker Section

Jobseeker Home

View/Update Profile

Search Jobs

Jobs Applied

Job Preferences

Feedback on Local Services

Events

Cases

Assessment Tool

Change Password

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

Save **Cancel**

Personal Information

Title --Select-- --Select--

First Name* Ravi

Middle Name

Last Name Bansal

Display Name
((As per Aadhaar details)) Ravi Bansal

Date of Birth* 02/10/1990

Email @gmail.com

Gender* MALE FEMALE TRANSGENDER

Mobile* +91 9654

Your NCS ID is : J10F64-0958355464846

Select image

Job Seeker

Fresher/Experienced/Student/Local Service Providers

Registration, Login and other activities

- Online / Offline Registration
- Skills / Jobs in demand guidance
- Assistance in selecting a career (especially for fresher's) / job switch
- Search and apply for jobs, job fairs, training programs, career exhibitions
- Contact Local Service Provider
- Email / SMS Notifications

Job Seeker

Registration Form

Registration

Register As*

First Name*

Middle Name

Last Name

Gender* FEMALE MALE TRANSGENDER

Date of Birth*

Guardian/Father's Name*

Email

Mobile*

Password*

Retype Password*

Unique Identification Type*

Please enter your valid aadhaar number, NCSP portal will verify it. If you don't have an aadhar number user can update it later.

Unique Identification Number*

Choose Your Username*

View/Update Profile

Jobseeker Home

- View/Update Profile
- Search Jobs
- Jobs Applied
- Job Preferences
- Feedback on Local Services
- Events
- Cases
- Assessment Tool
- Change Password

Personal Info | Physical Attributes | Communication | Education & Training | Experience/Preference | Other Skills

Personal Information

Title

First Name*

Middle Name

Last Name

Display Name


Date of Birth*

Email

Marital Status*

Guardian/Father's Name*

Religion*



Your NCSP ID is :

Gender* MALE FEMALE TRANSGENDER

Mobile*

Mother's Name

Caste*

Job Seeker

Search Jobs

Jobseeker Home	Search Job			
View/Update Profile	Job Role*	<input type="text" value="ex: DTP operator, etc"/>		
Search Jobs	Location	<input type="text" value="ex: Gurgaon, etc"/>		
Jobs Applied	Work Experience	<input type="text" value="Min"/> <input type="text" value="Max"/> In Years	Sector	<input type="text" value="ANY"/>
Job Preferences	Advance Search <input type="button" value="Clear"/> <input type="button" value="Search"/> <input type="button" value="Reload Search"/> <input type="button" value="Save Search Criteria"/>			
Feedback on Local Services				
Events				
Cases				
Assessment Tool				
Change Password				

Job Seeker

Job Preferences Settings

Jobseeker Home

View/Update Profile

Search Jobs

Jobs Applied

Job Preferences

Feedback on Local Services

Events

Cases

Assessment Tool

Change Password

Job Preferences

Job Role

Industry Click and select multiple industries...

Sector

Relevant Experience In Years

Preferred Location

Expected Salary Salary Type (in)

Job Nature

Shift Timings

Employer Section

[Employer Home](#)

[View/Update Profile](#)

[Post New Job](#)

[Search Candidate](#)

[Jobs and Responses](#)

[Scheduled Interviews](#)

[User Management](#)

[Feedback on Local Services](#)

[Events](#)

[My Documents](#)

[Change Password](#)

Q Search Candidate

Type of Profile/expertise/Skill, etc

Please enter City or State

--Select Industry-- Min. Exp. Max. Exp. In Years

Advanced Search

Jobs Dashboard 0

Draft 0	Published 0
Expired 0	Closed 0

Recent Job Posted

No Recent Posts

Employer

Govt./PSU/Private/Staffing Organizations with administrator and user role provisioning

Registration, Login and other employer specific activities

- Online Registration
- Search and Select Job Seeker profiles
- Post New Jobs / Repost Expired Jobs
- Send Job Interview Requests
- Save Short Listing Criteria
- Participate in Events/Job Fairs
- Contact Local Service Provider
- Email / SMS Notifications

Employer

Registration Screen (1/2)

Registration

Register As*

Employer Registered With

Registration Number

Organisation Name*

Former Registered Name

Sector*

Industry*

Description
Maximum 500 Characters are Allowed in Description.

Registered Office

Address 1*

Address 2

Address 3

Address 4

Pincode*

Phone

Mobile*

Company Email*

Company WebSite URL

Registration Number*

Identity Information

PAN Number Either PAN or IAN is mandatory

TAN Number

Contact Details

Aadhaar Number

Aadhaar Verification Required?

Person Name*

Guardian/Father's Name*

Date of Birth*

Gender* FEMALE MALE TRANSGENDER

Employer

Registration Screen (2/2)

Mobile*	+91	10 digit Mobile Number
Email*	<input type="text"/>	
Contact Designation*	<input type="text"/>	
User ID*	<input type="text"/>	<input type="button" value="Check UserID"/>
Password*	atleast 8 characters	
Retype Password*	atleast 8 characters	
Miscenareous		
Year of Incorporation*	--Select-- <input type="button" value="v"/>	
Area of Operation (s)	<input type="text" value="Please enter City or State"/>	
Key Activities	<input type="text"/>	
<input type="checkbox"/>	I agree to terms and conditions click here	
	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

Employer

Post New Job

Post New Job

Sector

Industry

Reference ID

Job Title *

Job Description *

Desired Qualifications

Minimum Qualification *

Total Experience (in years)

Relevant Experience (in years)

Location*

* These screenshots are partial snapshot views

Job Seeker Registration & Post Login Screen

Search a Candidate

Employer Home	Search Candidate		
View/Update Profile	<input type="text" value="Type of Profile/expertise/Skill, etc"/>		<input type="button" value="Search"/>
Post New Job	<small>Advanced Search</small>		
Search Candidate	<input type="text" value="ex: Gurgaon, etc"/>		
Jobs and Responses	<input type="text" value="-Select Industry-"/> ▼	<input type="text" value="Min. Exp."/> ▼	<input type="text" value="Max. Exp."/> ▼ In Years
User Management			
Feedback on Local Services			
Events			
Change Password			

** This screenshot is a partial snapshot view*

Career Centers

Center administrator, employment exchange officers, Voluntary counsellors/NGO/Pvt., Incubators/Outreach partners/School teachers

Job Seeker Registration, Login and other activities

- Job Seeker Registration / Verification
- Employment Market Information (Trend)
- Create and Manage job fairs, events, workshops
- Search and Contact Candidates
- Send Job Notification to Job Seekers
- Information on Government programmes related to employment and training
- Contact Local Service Provider

Placement Organisation

Placement Organisation Home

View/Update Profile

Post New Job

Search Candidate

Jobs and Responses

Scheduled Interviews

User Management

Feedback on Local Services

My Documents

Change Password

Q Search Candidate

Type of Profile/expertise/Skill, etc

Advanced Search

Please enter City or State

--Select Industry-- Min. Exp. Max. Exp. In Years

Jobs Dashboard 7

Draft 0	Published 3
Expired 4	Closed 0

Recent Job Posted

Job ID	Job Title	Job Role	# Applications
20136	Driver		1
20129	Raj mistri		0

Placement Agency

Registration, Login and other employer specific activities

- Online Registration
- Search and Select Job Seeker profiles
- Post New Jobs / Repost Expired Jobs
- Send Job Interview Requests
- Save Short Listing Criteria
- Participate in Events/Job Fairs
- Contact Local Service Provider
- Email / SMS Notifications

Skill / Training Providers

Home	Profile	
View/Update Profile	Registered With	--Select--
Manage Courses	Registration Number	
Requested Courses	Organisation Name*	ramesh enterprises
Feedback on Local Services	Former Registered Name	
User Management	Sector*	Local Bodies
My Documents	Focus Industry*	Accommodation and Food service activit Activities of extraterritorial organizations : ^ Activities of households as employers; ur ^ Administrative and support service activit
Change Password		

[Click the first industry, then press & hold the ctrl key to select multiple]

Skill / Training Providers

National Skill Development Agency, NSDC, Sector Skills Council(SSC)/ NGO/Pvt. Skill Institutes, ITIs, VTIs with administrator and user role provisioning

Registration, Login and other activities

- Search Skill Training Seekers, Employers
- Create job fairs, events, workshops
- Publish Training Calendar
- Information on Government programmes related to employment and training
- Link with Career Centers
- Contact Local Service Providers
- Email / SMS alerts, notifications

Counsellors

Counsellor Home

View/Update Profile

My Services

My Schedule

Leave Plan

View Appointments

View Pending Approvals

Search Jobs

Jobs Applied

Job Preferences

Feedback on Local Services



Events

Change Password

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

Save **Cancel**

Personal Information

Title	--Select--	--Select--	 Select image
First Name*	adete		
Middle Name			
Last Name			
Display Name <i>(As per Aadhaar details)</i>	adete		
Date of Birth*	01/06/2001		
Email	adete.1234@adete.com		
Marital Status*	--Select--	<input type="checkbox"/>	
Guardian/Father's Name*	rakesh sharma		

Your NCSP ID is : I10F56-1112281925452

Gender*

MALE FEMALE TRANSGENDER

Mobile* +91 99

Spouse's Name

Mother's Name

Counsellors

Employment exchange internal counsellors, Private Counsellors, Incubators, Outreach partners, School teachers

Registration, Login and other activities

- Search Job Seekers, Skill Training Seekers, Employers
- Access and Download Candidate Profile
- Create events, counselling sessions
- Offer different modes of counselling - telephonic, web, in person, video conf.
- Link to Career Centers
- Contact Local Service Provider
- Email / SMS alerts, notifications

Local Services

Home Jobseeker Employer **Local Services** Career Center Counsellor Skill Provider CSC Placement Organisation Govt. Dept. Reports

Local Services Home
View/Update Profile
Search Jobs
Jobs Applied
Job Preferences
Feedback on Local Services
Events
My Documents
Change Password

Search Jobs

ex: DTP operator, etc

Please enter City or State

--Select Industry-- Experience In Years

Profile Completeness

100% Complete

Recent Job Applied

You have applied for 1 Job(s) in last 30 days

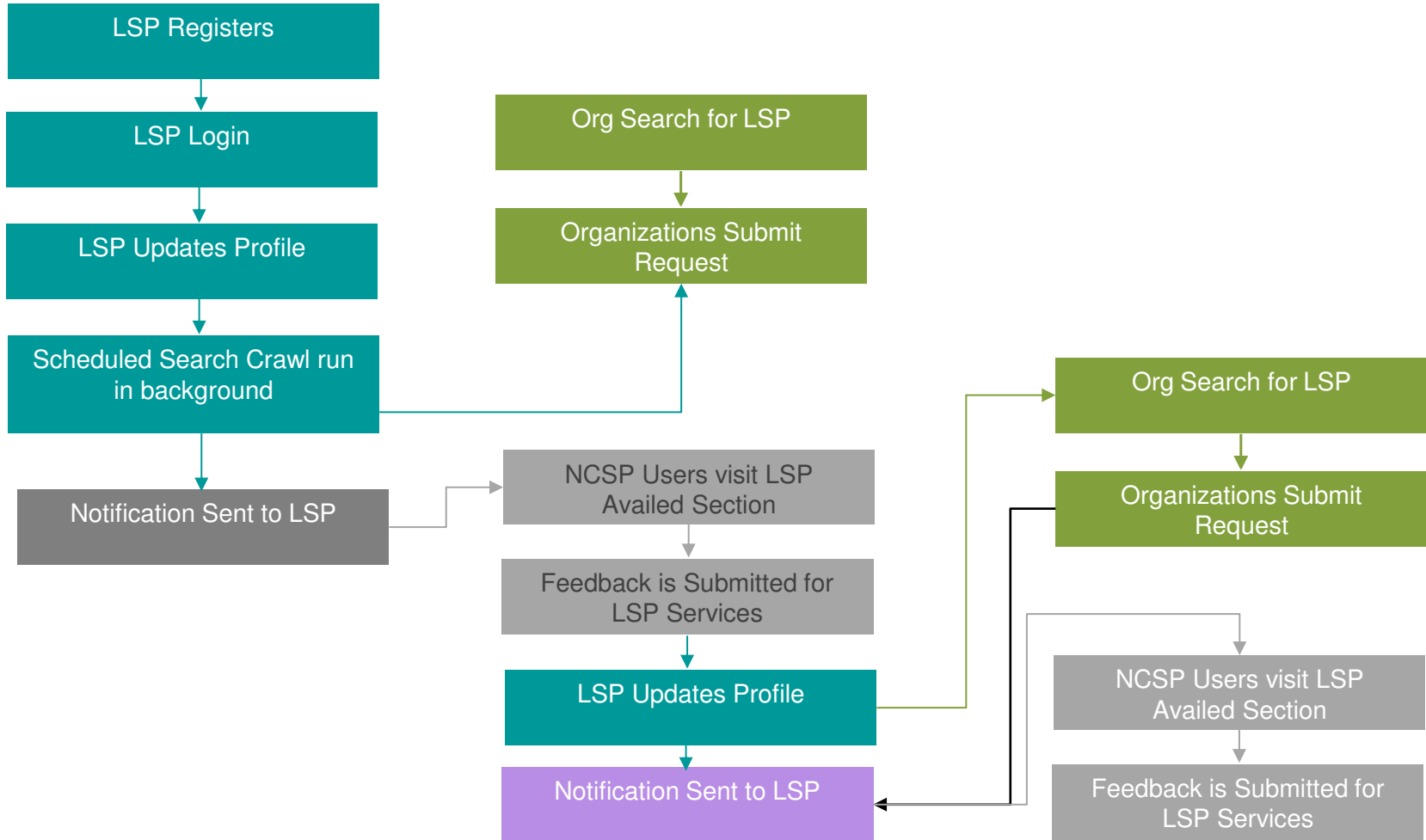
Local Services

Information on local service providers available to house hold and other consumers for services like driving, plumbing, carpentry, etc

Registration, Login and other activities

- Verified Status
- Receive Feedback / Reviews
- Call Center Support to update profiles
- Email / SMS alerts, notifications
- View/Participate in events/job fairs.
- Select desired locality, availability, timings, type of engagement

Data Flow



Local Service Provider Registration & Post Login Screen

Registration Screen

Registration

Register As*

First Name*

Middle Name

Last Name

Gender* MALE FEMALE TRANSGENDER

Date of Birth*

Guardian/Father's Name*

Email

Mobile*

Password*

Retype Password*

Unique Identification Type*

Profile Screen

Local Services Home

- View/Update Profile
- Search Jobs
- Jobs Applied
- Job Preferences
- Feedback on Local Services
- Events
- Change Password

Profile Screen

Personal Info | Physical Attributes | Communication | Education & Training | Experience | Other Skills

Personal Information

Title

First Name*

Middle Name

Last Name


Display Name

Date of Birth*

Email

Marital Status*

Guardian/Father's Name*



Your NCSP ID is : 65C75-0636034700

Gender* FEMALE MALE TRANSGENDER

Mobile*

Spouse's Name

Mother's Name

DGE&T Call Center

Call Center Home

Search Candidate

Register User

Search Jobs

User Management

My Discussions

My Documents

🔍 Search Candidate

Search By Unique ID Search By Other Criteria

--Select--



Registered Unique ID

Search

DGE&T Call Center

A multi lingual call centre with normal business hours i.e. from 8 a.m. to 8 p.m. for 7 days a week

Operating and managing the end-to-end call center services for DGE&T

- Provision services from an existing call center on per seat basis
- Seating capacity of 100 people who would all be conversant in either English or Hindi and 1 other Indian Regional language
- Assist Job Seeker to register and resolve Portal technical issues. Provide information on the available courses/ skill training, career centers, counsellors

DGE&T - Admin and Users

DGE&T - Admin and Users

Admin user for DGET, State wise Admin user for DGET

Login and other (view / add / update / block / activate) activities

- Employer
- Skill / Training Providers
- Verification Agencies
- Career Centers
- Advanced Search
- Manage Users
- Manage State Admin
- Manage 'Notifications / Alerts' Settings
- Access to Content Management System
- M.I.S Reports

Registration and Search

Registration and Search

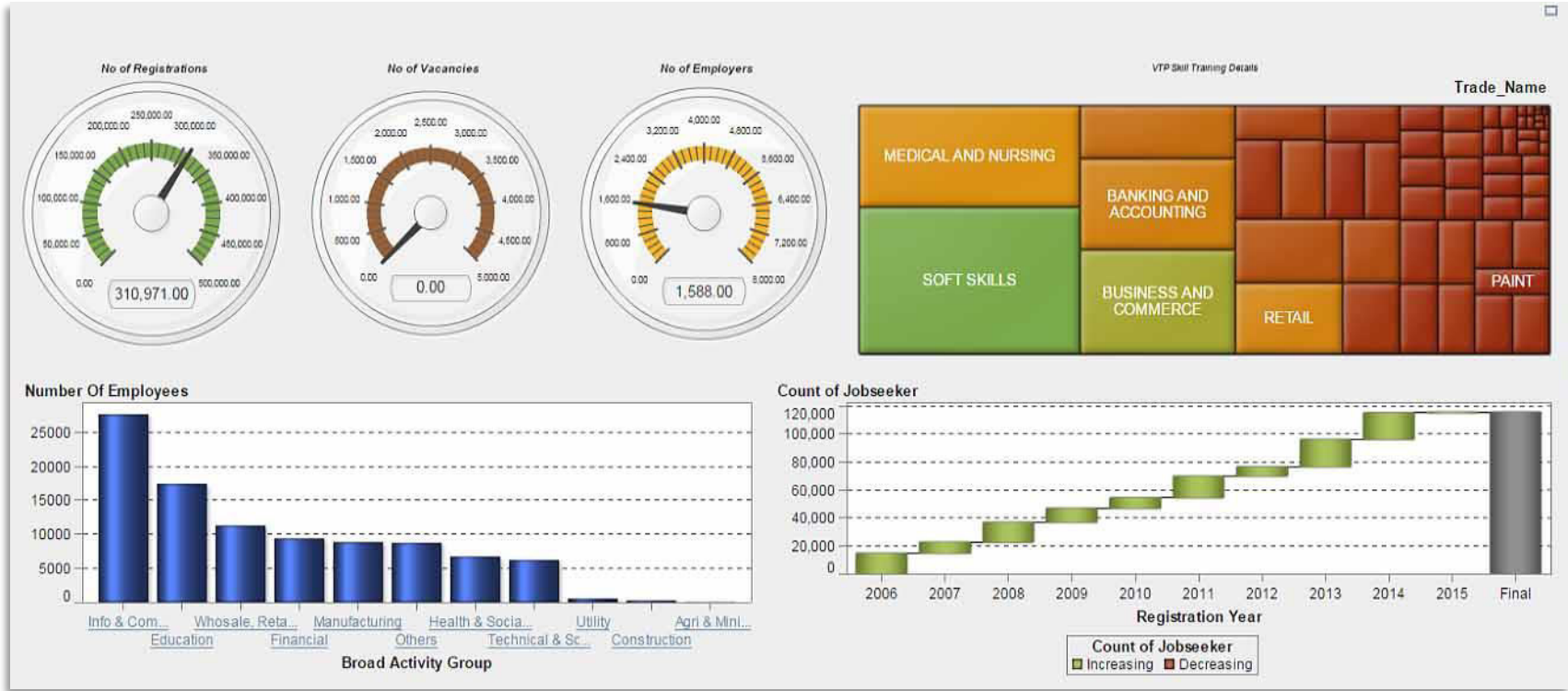
Admin user for DGET, State wise Admin user for DGET

Key functions and fields used for registration, search and advanced search for different portal users

- Registration of Jobseekers using multiple unique identification types (e.g. Aadhar, PAN, Voter ID, etc)
- Registration of Employer using PAN/TAN Number
- Search capability to search Jobs, Career Centers, Counsellor, Skill Providers and Local Help
- Multiple search criteria's (Location, Industry, Sector, Experience etc.) to assist in more accurate search result
- Advance Search feature to add more search criteria and narrow down search results
- Search functionality on home page to allow users to search Jobs, Career Centers, Counsellor's and Local Help even without registration (registration is required to view contact details or apply for jobs)

Dashboards and Reports

Sample Dashboard View



Sample Reports

Manipur

02/01/1980

18/01/2015

01/01/2015 18/01/2015

city

Job Seeker's Age Group Distribution

Agegroup ▲		15-18	19-21	22-25	26-30	31-35	36-45	46-60	above 60
DistrictName ▲	Mode Of Re... ▲	Count	Count	Count	Count	Count	Count	Count	Count
Bishnupur	Career Centre	.	2	1
Churachandp		.	.	.	8	.	.	.	1
Imphal East		38	30	26	20	4	5	.	43
Imphal West		38	29	48	37	33	13	.	62
Senapati		.	.	1
Tamenglong		1	.	.	.
Thoubal		41	13	13	9	.	11	10	33

Sample Reports

MANIPUR

City

Source		VTP	
Institute Type		Government	Private
Trade_Name	Course_Name	Passed	Passed
Total		272	137582
Subtotal: AGRICULTURE		0	8939
AGRICULTURE	Basic Cultivation of cereal crops	-	140
	Basic Tractor Servicing	0	0
	Medicinal Plant	-	2733
	Mushroom Cultivation	-	2733
	Preservation of Fruits & Vegetables	-	3333
ALLIED HEALTH CARE	-	2676	
APICULTURE	-	2593	
AUTOMOTIVE REPAIR	-	6620	
BAMBOO FABRICATION	-	8697	
BANKING AND ACCOUNTING	-	925	
BEAUTY CULTURE AND HAIR DRESSING	-	6413	

Sample Dashboard – Map View



National Career Services Portal

Directorate General of Employment & Training (DGE&T)
Ministry of Labour & Employment

Home | About | Contact | Sitemap



Countrywide stats



10 Million
IMPACTED CANDIDATES



100+
HAPPY EMPLOYERS



200+
TRAINING & RECRUITMENT COMPANIES



900+
CAREER COUNSELLING CENTERS

Thank You!