

National Career Service Portal

User Manual – ONLINE JOB FAIR/EVENT FOR JOBSEEKERS

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Contents

Job Fa	irs and Events	3
I.	Search Job Fair/Event	3
١١.	Search for Job Fairs	4
111.	Job Fair Participation	7
IV.	Invitation from Employer after Submitting Participation in Job Fair	15
V.	Search for Events	15
VI.	Participate in an Event	19

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.

I. 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.

State:	District: Industry:	
Select State	+ Select Districts 🗧 Select Induitry	sarch Reset
pend: + Event > Jo	b Fair Disensitive Fair 🖉 Disensitive Fair	Closure Evention Fac
•• 0 0 ••	May - July 2020	Ust Mont
Friday (May 15, 2020		
All-Disy	M 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
-Day Conline NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20		Click here for details
All-Day	-Day 🔲 Online SEVEN FIVE TWEN at Daman & Diu, Daman from 13th May/20 to 18th May/20	
2.00am - 12.00am 🛛 🗯 Test12345678990 at Andhra pradesh, Srikakulam from 13th May'20 to 16th May'20		Click here for details
NI-Dey	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
NI-Day	M Online Test12345678990 at Lakshadweep, Lakshadweep from 14th May20 to 16th May20	Click here for details
12:00am : 12:00am	 Online Test123456 at Kerala. Thrissue 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).

State:	District:		Industry:
Select State 💌	Select Districts	÷	Select Industry

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.



Event/Job Fair Availability Filters

II. 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.
- 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).

State:	District:	Industry:	
Select State	+ Select Districts	Select Induitry	Search Reset
egend: ★ Event ⊯ Jo Job Faits Events	b Fair	Prof EventLoc East 2 Depand EventLa	a far 🛛 🕹 Libcanng Eweitlich I er
		May – July 2020	List. Month
Friday (May 15, 2020)			
All-Disy	M 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, Firo	zabad from 12th May'20 to 16th May'20	Click here for details
All-Day	 Online NOTE JOB FAIR at Kerela, Waya 	mad from 15th May'20 to 18th May'20	Click here for details
All-Elay	M Online SEVEN FIVE TWEN at Daman &	Diu. Daman from 13th May'20 to 18th May'20	Click here for details
12:00am - 12:00am	🗯 Test12545678990 at Andhra pradesh	, Srikakulam from 13th May'20 to 16th May'20	Click here for details
All-Dey	 Online freshers jobs 6 at Lakshadwee 	p, Lakshadweep from 14th May'20 to 27th May'20	Click here for details
All-Day	M Online Job Fair Test at Uttar Pradesh.	Gautam Buddha Nagar from 14th May/20 to 18th May	20 Click here for details
All-Day	M Online Test12345678990 at Lakshadi	weep, Lakshadweep from 14th May20 to 16th May20	Click here for details
12:00am - 12:00am	🗯 Online Test123456 at Kerala, Thrissu	r 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:		District.	Industry:	
Select State		Select Districts	Gener Industry	Search Reset
gena: 🛊 Event 🇯 Jo Iol: Eaira 🔋 Evonta	b Fair		D Paul Kentohn Fair 2	Channel (Weldlin (201)
	81		May - July 2020	List Mo
Friday (May 15, 2020	6			
All-Day	💌 affline ja	obfeir at Gos, North Gos f	rom 8th May'26 to 27th May'20	Click here for details
12:00am - 12:00am	JobfairA	graTest at Uttar Pradesh,	Firozabad from 12th May'20 to 16th May	20 Click here for details
All-Day	 Online N 	IOTE JOE FAIR at Kerala, V	/ayanad from 13th May'20 to 18th May'20	0 Click here for details
All-Day	Criline S	EVEN FIVE TWEN at Dama	n & Diu, Daman from 13th May/20 to 18th	h May'20 Click here for details
12.00am - 12.00am	🗯 Test125	45678990 at Andhra prac	lesh, Srikakulam from 138) May'20 to 16	th May'20 Click here for details
All-Day	P Online fi	reshers jobs 6 at Lakshad	weep, Lakshadweep from 14th May'20 to	27th May/20 Click here for details
All-Day	💻 Online J	ob Pair Test at Uttar Prade	sh, Cautam Buddha Nagar from 14th Ma	y'20 to 18th May'20 Click here for details
All-Day	🗯 Online T	est12345678990 at Laks	hadweep, Lakshadweep from 14th May/20	0 to 16th May/20 Click here for details
12:00am - 12:00am	- Coline T	early 23,455, or sterals. The	ssur from 14th May'20 to 16th May'20	Click here for details

Job Fair Title and Click here for details Link

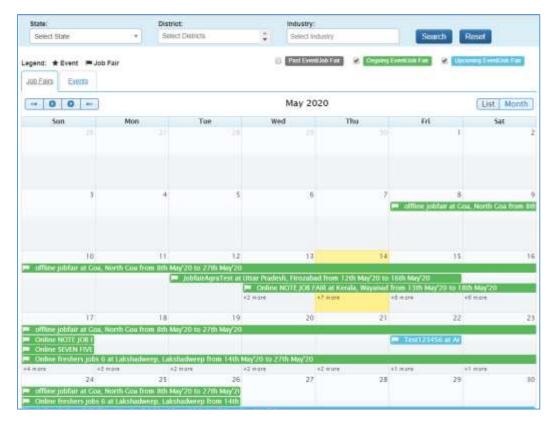
iii. The details of the selected job fair display on a pop-up.

100 C 100 C 100 C	
Job Fair ID:	CMP-01646-N4P4P6
Job Fair Name:	Online NOTE JOB FAIR at Kerala, Wayanad from 13th May/20 to 18th May/20
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:	8th May 2020 12:00 AM to 12th May 2020 12:00 AM
Job Seeker Participation Date/Time:	13th May 2020 12:00 AM to 18th May 2020 12:00 AM
Job Fair Description:	No Description

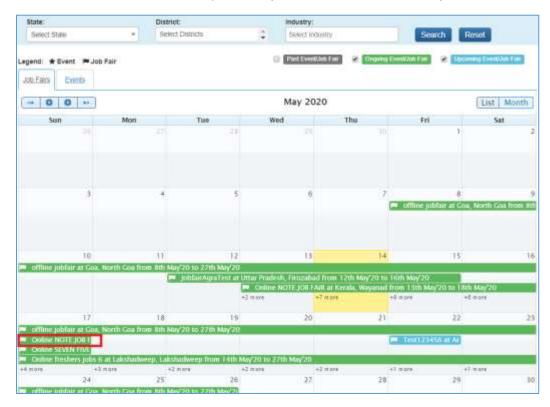
Job Fair Details Pop-up

b. In Month Format

i. To view your search results in calendar format, click the Month button. The calendar that appears, displays job fair search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.



Job Fair Result Calendar



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

Job Fair Title

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

Job Fair ID:	CMP-01645-N4P4P6
Job Fair Name:	Online NOTE JOB FAIR at Kerala, Wayanad from 13th Nay/20 to 18th May/20.
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:	8th May 2020 12:00 AM to 12th May 2020 12:00 AM
JobSeeker Participation Date/Time:	13th May 2020 12:00 AM to 18th May 2020 12:00 AM
Job Fair Description:	No Description

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.

III. 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.

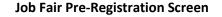
ob Fair Details	
Job Fair ID:	CMP-01646-N4P4P6
Job Fair Name:	Online NOTE JOB FAIR at Kerala, Wayanad from 13th May'20 to 18th May'20
Job Fair Venue:	In view of the current lockdown situation, all NCS Job Fairs will be conducted online on NCS portal. Please participate using the below proceed button to receive interview calls.
Employer Participation Date/Time:	8th May 2020 12:00 AM to 12th May 2020 12:00 AM
JobSeeker Participation Date/Time:	13th May 2020 12:00 AM to 18th May 2020 12:00 AM
Job Fair Description:	No Description
	Proceed Close

Job Fair Details Pop-up

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

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

Back to Calendar	🔓 Download Job Fair Details
1. Personal Info	v
2. More About Yourself	Ψ.
3. Job Fair Details	Ψ.



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

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

Personal Info					4
First Name*	Abhishek	Middle Name			
Last Name	D				
Gender *	e o o Male Female Transgender	Date of Barth *	06/02/1980	Ħ	
Guardian/Father's Name '	RK	Highest Education Level *	12h	•	
State *	Bihar •	District *	Bhojpur		
Email ID		Mobile Number *	+91	0	
		Next			
2. More About Yourse	ite and a second se				
Job Fair Detalls					3

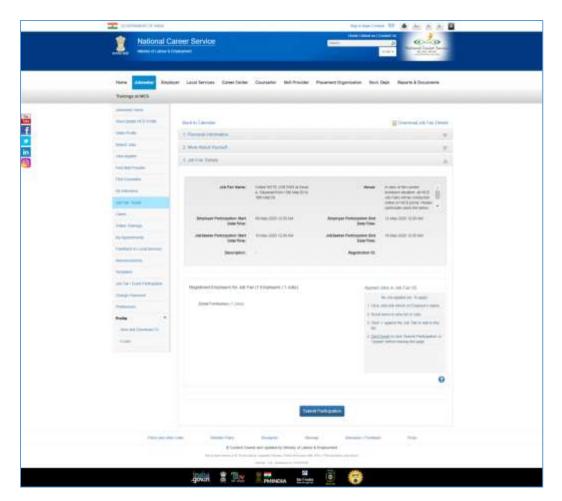
Job Fair Pre-Registration Screen: Personal Info Section

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 Je	ob Fair Detail
1. Personal Info				
2. More About Yourself				
cademic Qualification				
Education & Training	HSC (12th Class) [Science]	Year of Passing	May 2000	
Board/University	ANNAMALAI UNIVERSITY, CHIDAMBARA M	Institute	PIMG	
Vork Experience			1	+ Add More
Employer Name	TATA AIG INSURANCE	Sector	Education	
Designation	Manager	Duration	10/1968 - 31/12/2017	
			1	+ Add More
	Next			

Job Fair Pre-Registration Screen: More About Yourself Section

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



Job Fair Pre-Registration Screen: Job Fair Details Section

- 6. Apart from job fair details this section also displays the number of employers who have registered themselves for the said job fair along with the jobs they are offering during the said fair.
- 7. To participate in the Job Fair, you need to apply to Jobs. For this purpose, review the participating employers and the jobs posted by them. Select the job(s) you are interested in. The job(s) you select get listed under the **Applied Jobs in Job Fair** label.

igistered Employers for Job Fair (1 Employers 1 Jobs)	Applied Jobs in Job Fair (0)
Zindai Furnituress (1.Job(s)	No Job applied yet. To apply 1. Click Jobs link initiant of Employer's Name. 2. Scroll down to view list of Jobs. 3. Click '+' against the Job Title to add to this list. 4. <u>Dominoregies</u> to click 'Schmit 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)	Applied Jobs in Job Fair (0)
	No Job applied yet. To apply
Zindal Furnituress (1 Job(s)	1 Click Jobs link infront of Employer's Name.
	2. Scroll down to view list of Jobs
	 CRCK 's' against the Job Title to add to this list.
	 Cont freque to cick Submit Plantopation or Updater before leaving this page.
of Jobs for Zindal Furnituress (1)	6
rpenterMarch +	

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

Registered Employers for Job Fair (1 Employers 1 Jobs)	Applied Jobs in Job Fair (1)
Zinda Funituress (1 Job(5)	Carpenter/Auch/Zindal Furnituress)
	× 0
t of Jobs for Zindai Furnituress (1)	Neon C
arpenten Jaron 🕲	

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.

Registered Employers for Job Fair (1 Employers [1 Jobs)	Applied Jobs in Job Fair (1)
Zindai Furmburess (1 Job(5)	Carpententiarch(Zindal Fumturess)
	× 0
at of Jobs for Zindal Furnituress (1)	

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

	"Update, perior roswing pas trade
	4. <u>Contributed</u> to click 'Submit Participation' or Subclute' before feature features that page.
	3. Click '+' against the Job Title to add to the list
a conservation and the second s	Click Jobs and Amont of Employer's Name Scrall down to view list of Jobs
Zental Furnituress (3. adi(s)	No Job applied yet. To apply: 1. Click Jobs Init Infront of Employer's Nam

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

CaspenterManth(2ndal Furnituress)	
×	0
	Fumbriess (

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.

IV. 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.

Home Johnseber Em	ployer Local Bervices Career Center Counsellor Billi Provider Placement Organisation Govi. Dept. Reports & Documents
Drainings at NICS	
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New Yardale NCR Profile	My bilinkova Al ·
Video Prolite	Reset (Feb) vis 1
Bretth Atten	Company Jonar Forder Statements
Alter Applied	Interview Date and Date (2701/2020). 08:02464 Web web Constructed big Addresses
Prof Dell Presiden	Contact Person's Details
Fair Coursellar	
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No Approximately	Increase Date and Tree 2017(2)115-20-00094 Informet Dates Closed (194) Reported
Femilian in Land Services	Contact Person's Details
Accustorers	New A
Innues	Manie - Erwit

V. Search for Events

Follow these steps to search for events:

- 1. Ensure that the **Events** tab is selected on the **Job Fair/Event** screen.
- 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).

	1	May - July 2020	List Month
Friday (May 1, 2020)	10		
			The second second second
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, 20)	20)		
All-Day	.*	Online Employability Training at Andhra Pradesh, Chittoor from 1st May 20 to 31st May 20	Click frere for details
Sunday (May 3, 2020	0)		
All-Day	*	Online Employability Training at Andhea Pradesh, Chittoor from 1st May20 to 31st May20	Click here for details
Monday (May 4, 202	503		
All-Day	*	Online Employability Training at Andhra Pradesh, Chittoor from 1st Mey20 to 31st May20	Click here for details
Fuesday (May 5, 202	20)		
All-Day	.*	Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20	Click here for details
Wednesday (May 6, 3	2020)		
All-Day	*	Coline Employability Training at Andhra Pradesh, Chettoor from 1st May20 to 11st May20	Click here for details
Thursday (May 7, 20	020)		
All-Day	*	Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 11st May'20	Click here for details

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:	
Select State	7	Select Distlicts	Select Industry	Soarch Resot
gend: 🛊 Event 🛤 ob Fars 🛛 Events	Job Fair		Paci EventUsob Fair	Comparing Excent field Fair 🖉 Optioning Excent line f ar
- 0 0 -			May - July 2020	List Month
Friday (May 1, 202	00			
1,2:00am - 12:00am	* Online	Employability Training at A	ndhra Pradesh, Chittoor from 1st May'2	20 to 31st May 20 Click here for details
Saturday (May 2, 2	020)			
All-Day	* Online	Employability Training at A	ndhra Pradesh, Chittoor from 1st May/2	20 to 31st May 20 Click here for details
Sunday (May 3, 20	20)			
All-Day	* Online	Employability Training at A	ndhra Pradesh, Chittoor from 1st May?	20 to 31st May 20 <u>Click here for details</u>
Monday (May 4, 20	20)			
AS-Day	* Online	Employability Training at A	ndbra Pradesh, Chittoor from 1st May?	20 to 31st May'20 Click here for details
Tunsday (May 5, 2)	020)			
			ndhra Pradesh, Chittoor from 1st May'2	10 to 31st May 20 Click here for details

Event Title and Click here for details Link

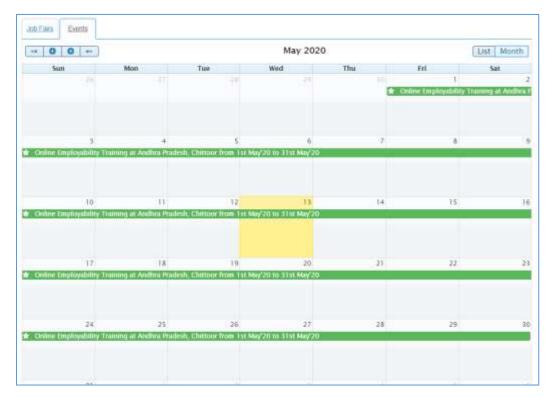
iii. The details of the selected event display on a pop-up.



Event Details Pop-up

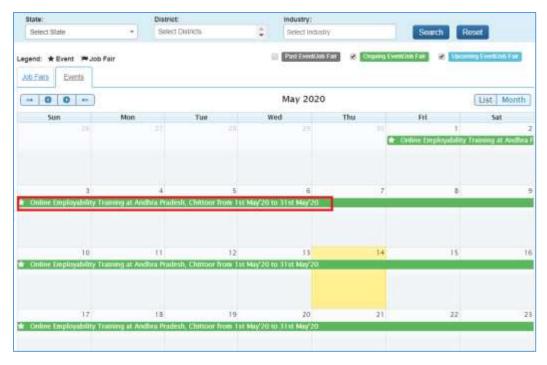
a. In Month Format

i. To view your search results in calendar format, click the **Month** button. The calendar that appears, displays event search results for the current month. Use the month and year calendar control to navigate the previous/next month or year as required.



Event Result Calendar

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



Job Fair Title

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

Event Details	×
Event ID:	EVT-710
Event Name:	Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20
Event Venue:	In view of the current lockdown situation, all NCS Career events will be conducted online on NCS portal. Please participate using the below proceed button.
Registration Date/Time:	16th Apr 2020 1:04 PM to 30th Apr 2020 12:00 AM
Event Start Date/Time:	1st May 2020 12:00 AM
Event End Date/Time:	31st May 2020 12:00 AM
Event Description:	MCC, National Institute for Career Service (NICS), is organising ONLINE Employability Training Program in association with Tata Consultancy Services. for More details please follow the link: https://www.ncs.gov.in/Documents/Online_Employability_Training_ TCS AA English.pdf.
	Proceed Close

Event Details Pop-up

VI. 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	×
Event ID:	EVT-710
Event Name:	Online Employability Training at Andhra Pradesh, Chittoor from 1st May'20 to 31st May'20
Event Venue:	In view of the current lockdown situation, all NCS Career events will be conducted online on NCS portal. Please participate using the below proceed button.
Registration Date/Time:	16th Apr 2020 1:04 PM to 30th Apr 2020 12:00 AM
Event Start Date/Time:	1st May 2020 12:00 AM
Event End Date/Time:	31st May 2020 12:00 AM
Event Description:	MCC, National Institute for Career Service (NICS), is organising ONLINE Employability Training Program in association with Tata Consultancy Services. for More details please follow the link: https://www.ncs.gov.in/Documents/Online_Employability_Training_ TCS AA English.odf.
	Proceed

Event Details Pop-up

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

Event Name:	Online Employability Training at Andbra Pradesh, Chittoor from	Venue:	In view of the current lockdown situation, all NCS Career events will be	÷
	1st May 20 to 31st May 20		conducted online on NCS portal. Please participate	*
Registration Start Date/Time:	18-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	
Bescription:	MCC, National institute for Career Service (HiCS); it organising ONLINE Employability Training Prooram in association with	Event Type:	Conference	

Event Pre-Registration Screen

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