National Career Service Portal

User Manual – ONLINE JOB FAIR/EVENT FOR JOBSEEKERS

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Contents
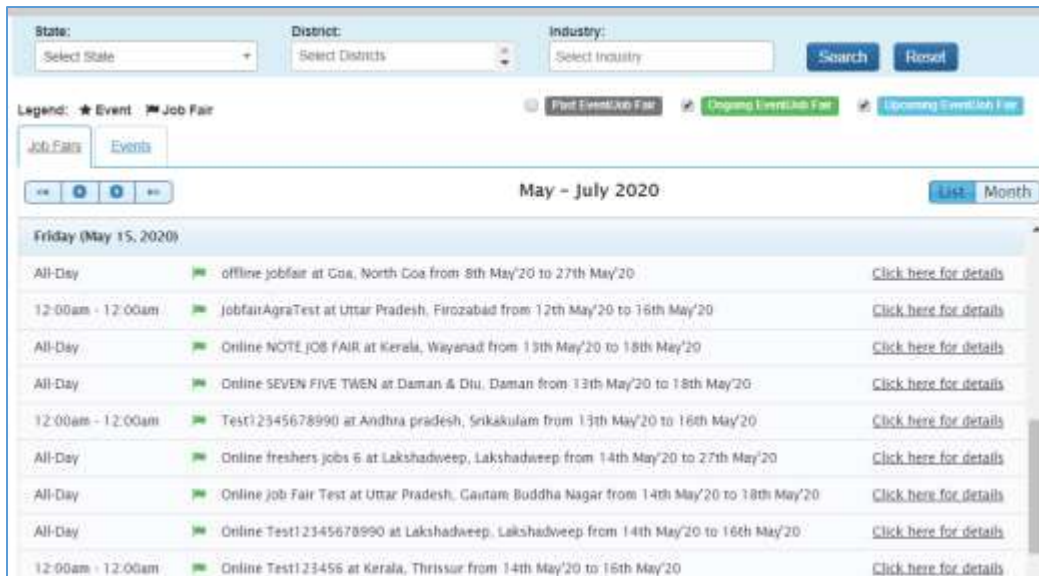
Job Fairs and Events

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.
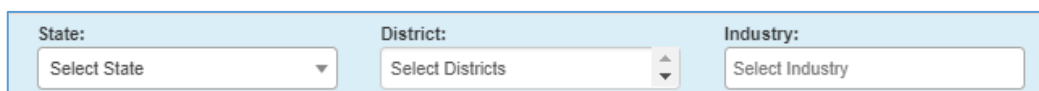
I. Search Job Fair/Event

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**.
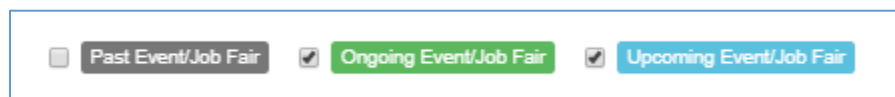

Job Fair/Event Screen

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

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.

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).
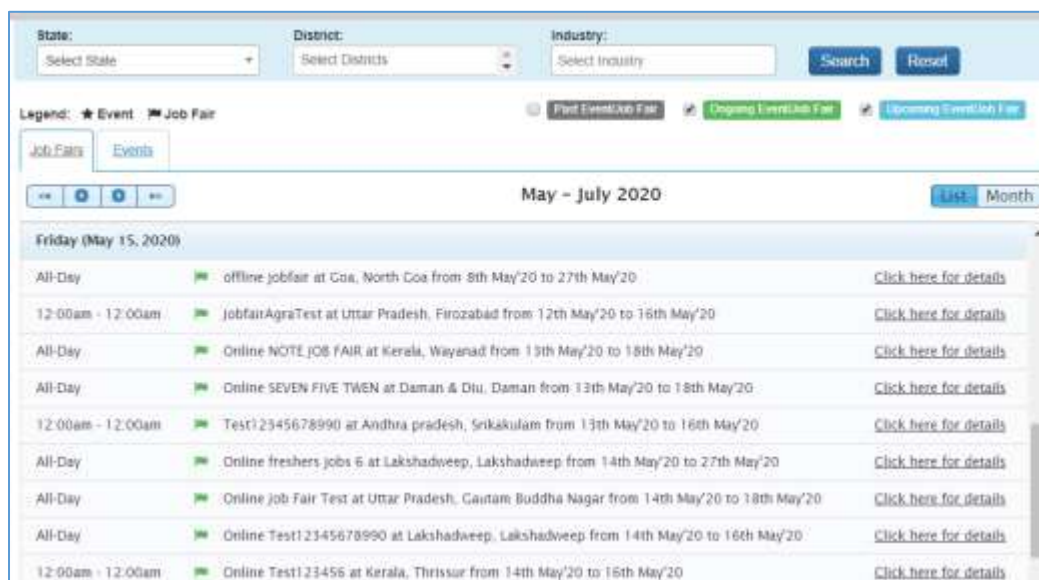
Job Fair Result List

   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.
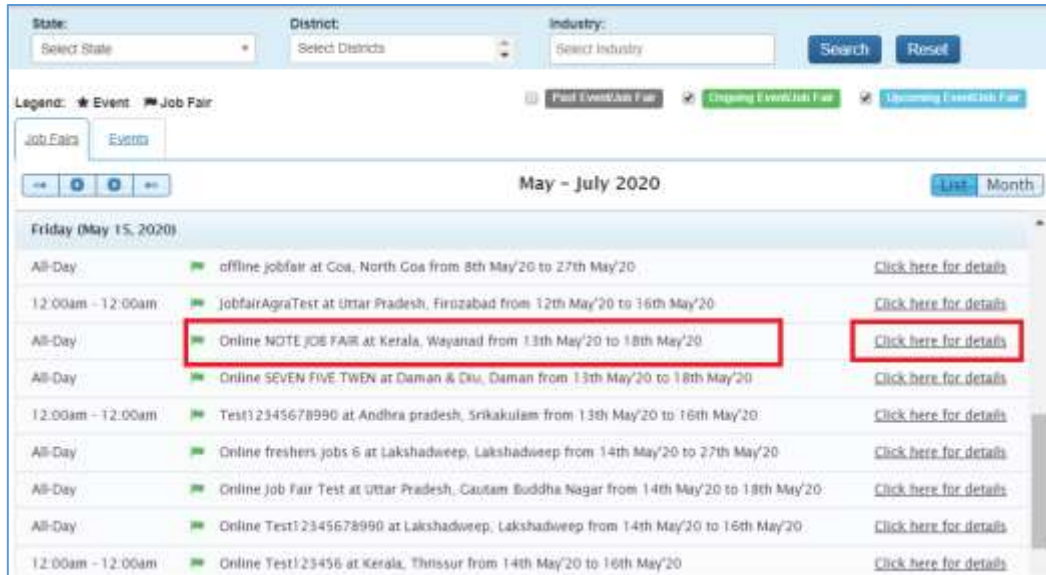
Job Fair Title and Click here for details Link

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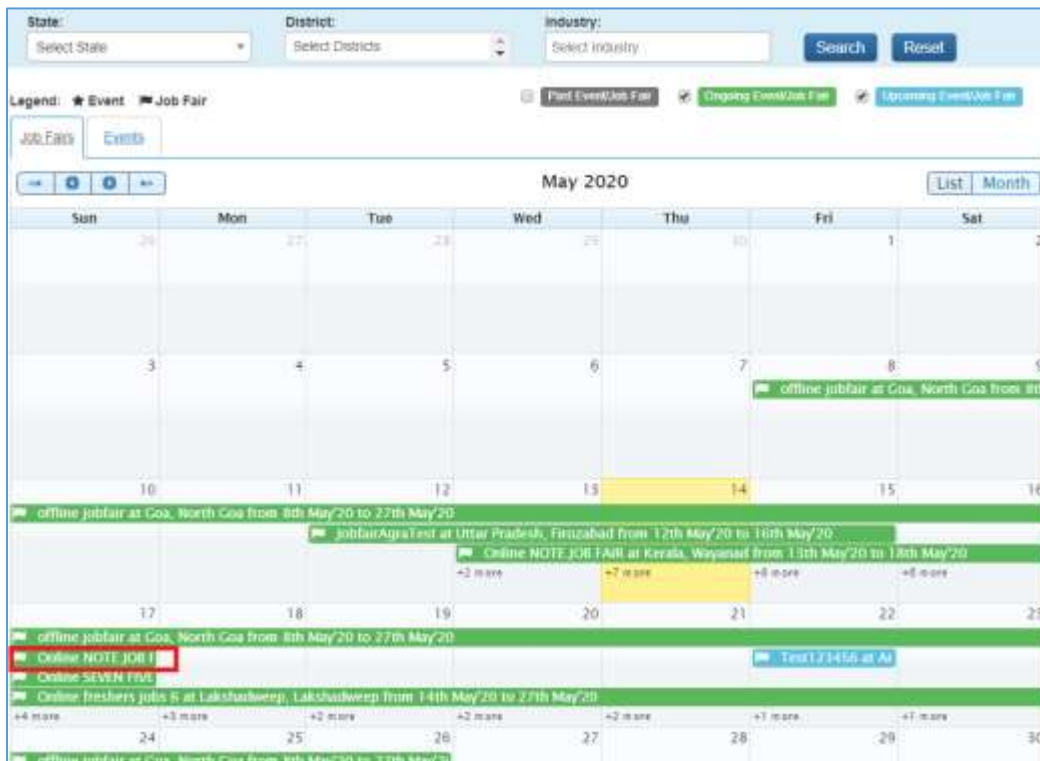

Job Fair Details Pop-up

    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.
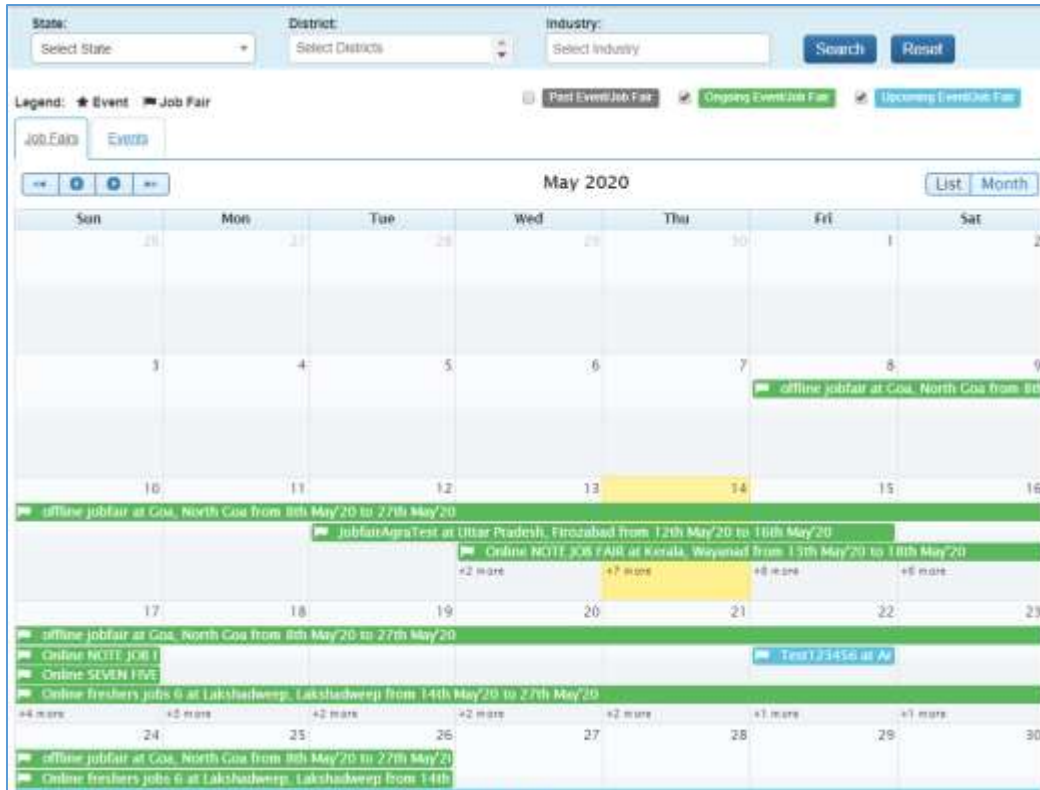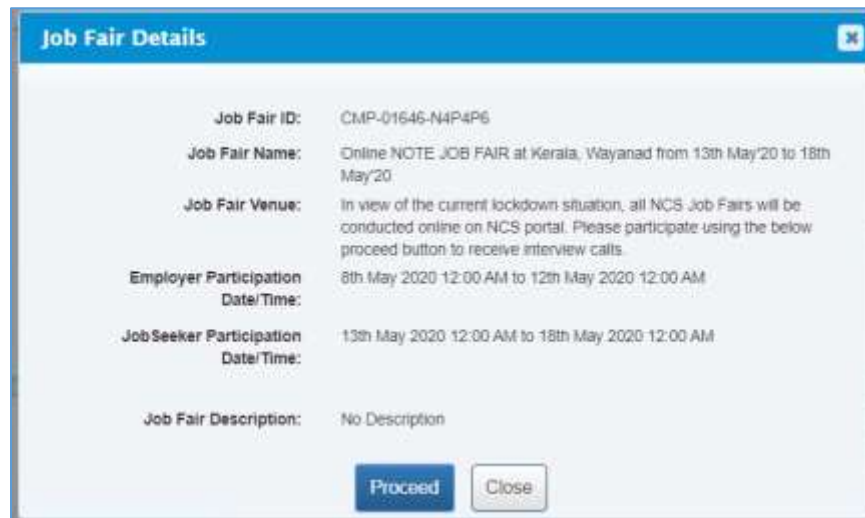
Job Fair Result Calendar

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

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.

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.

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.
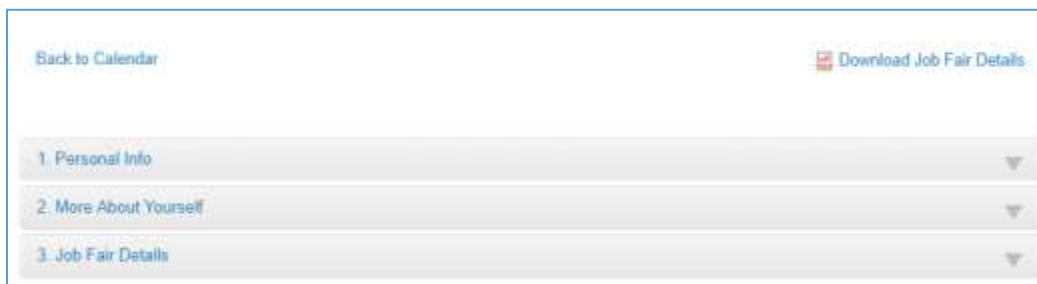
Job Fair Pre-Registration Screen

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.

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).

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.
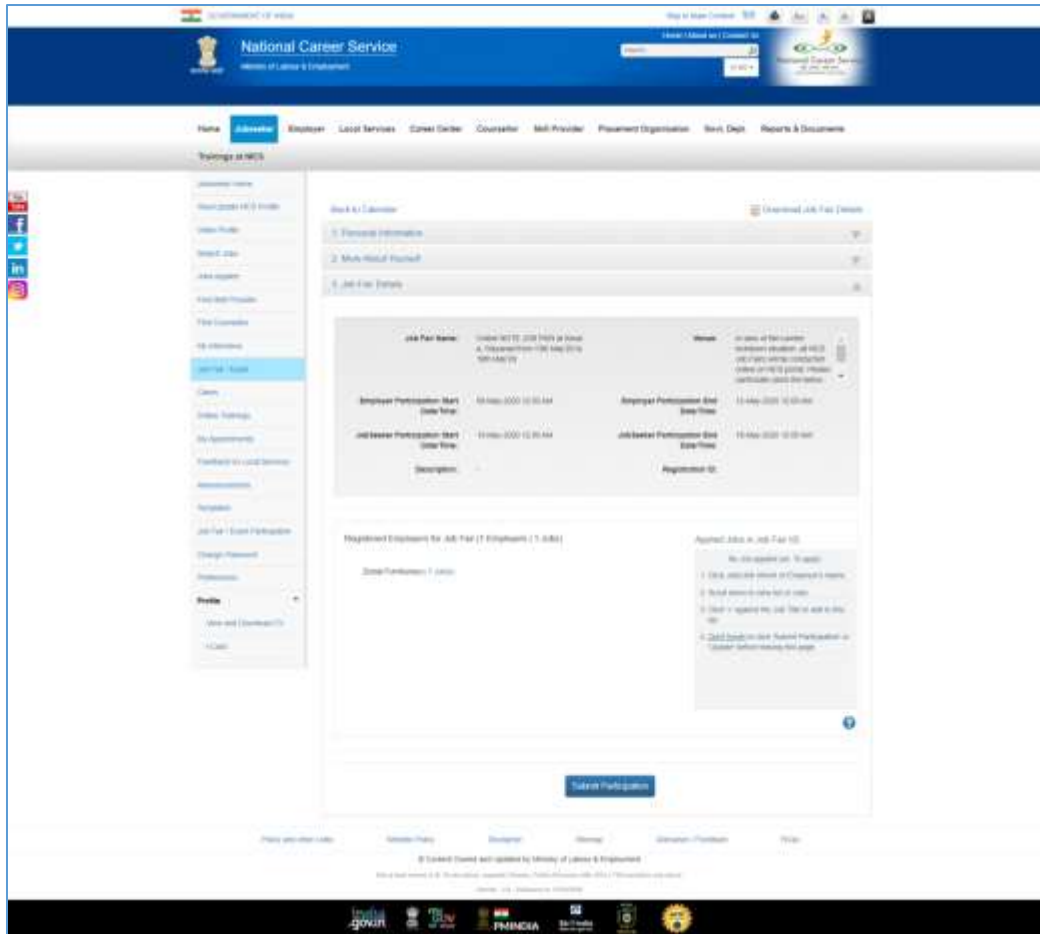
Job Fair Pre-Registration Screen: Job Fair Details Section

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.

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

Zindal Furnituress | 1 Job(s)

Applied Jobs in Job Fair (0)

No Job applied yet. To apply:

1. Click Jobs link infront 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 Furnituress | 1 Job(s)

Applied Jobs in Job Fair (0)

No Job applied yet. To apply:

1. Click Jobs link infront 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 Furnituress (1)

CarpenterMerch +

9. Selected job will get added to the list of **Applied Jobs in Job Fair**.
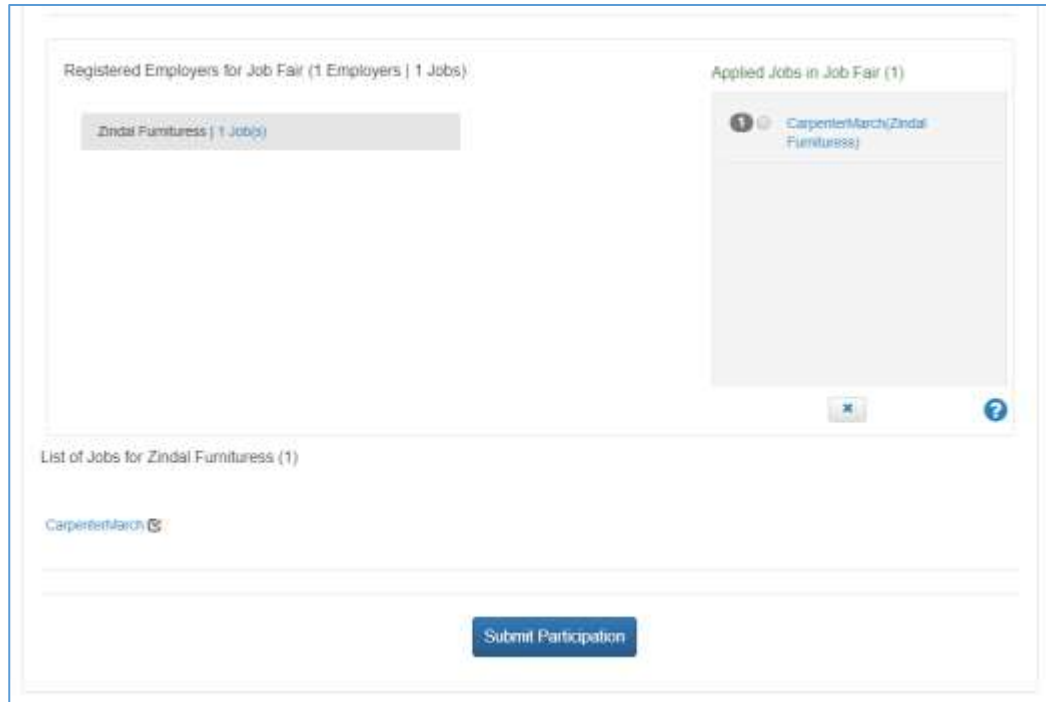
10. To delete the added job from **Applied Jobs in Job Fair** list, select the job that you want to delete and click on the 'x' button below this section.
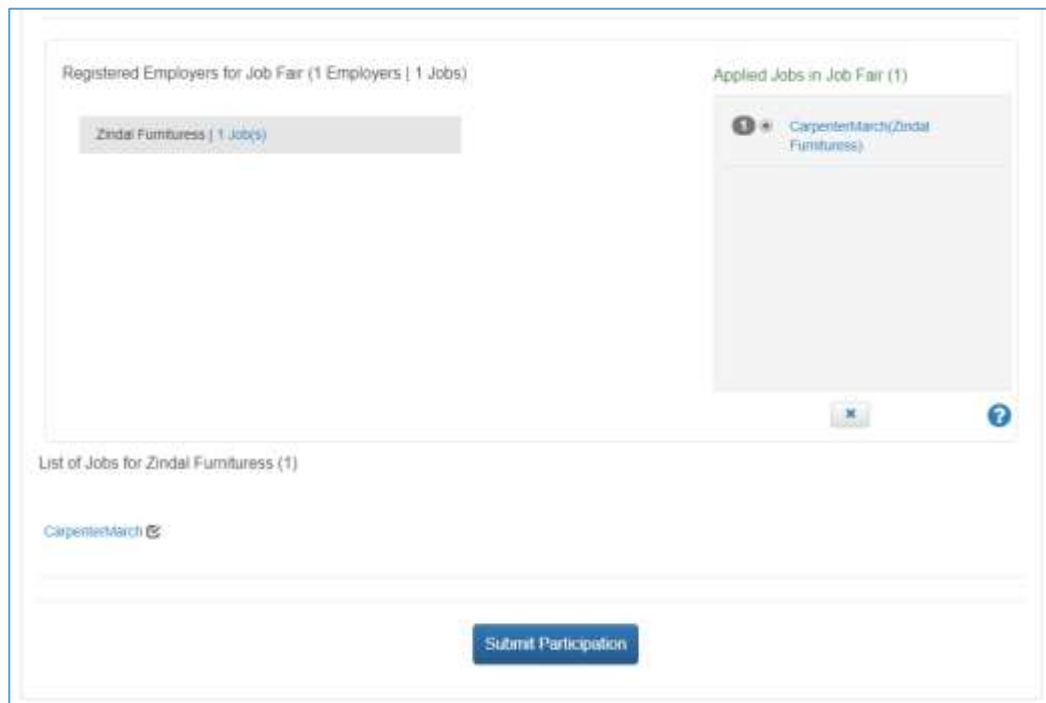
11. Selected Job will get deleted from the **Applied Jobs in Job Fair** list and it can be added again by clicking on '+' button.
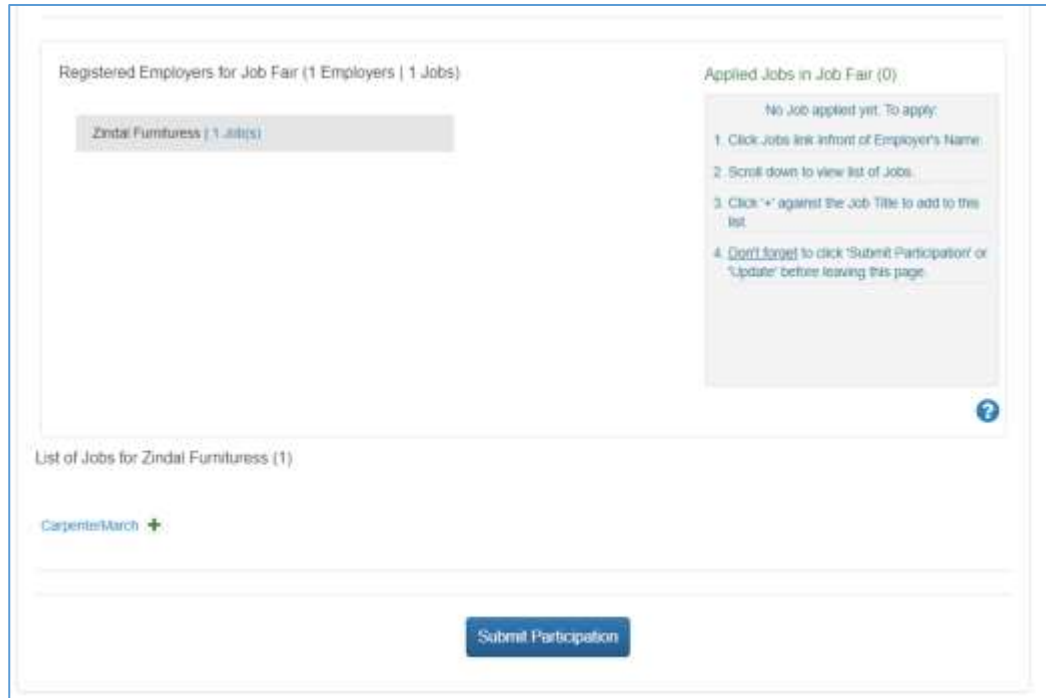
12. Click on the **Submit Participation** button to participate in the selected job fair.


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.
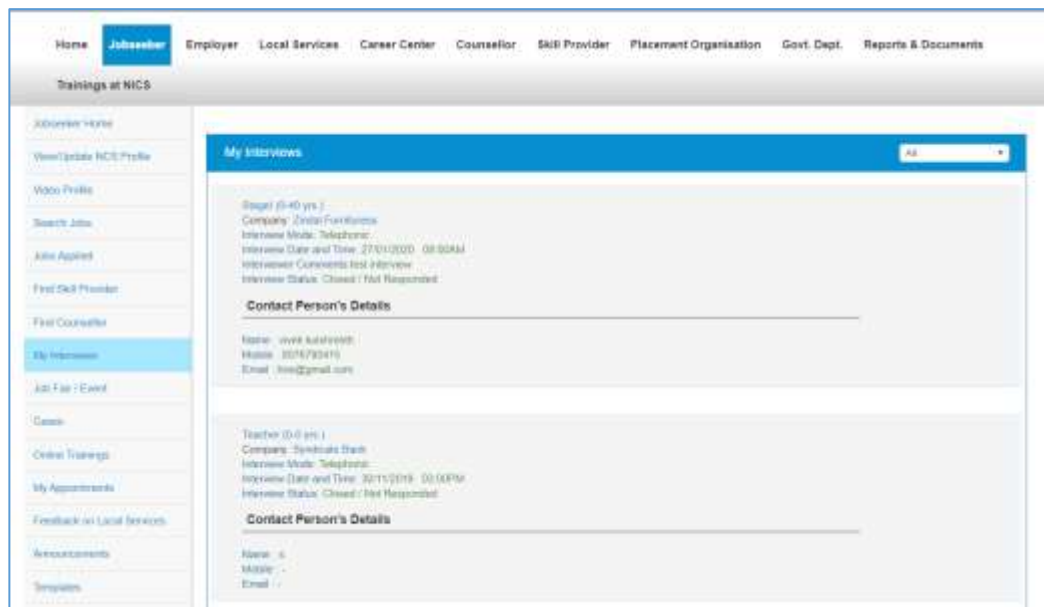
V. Search for Events

Follow these steps to search for events:

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

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).
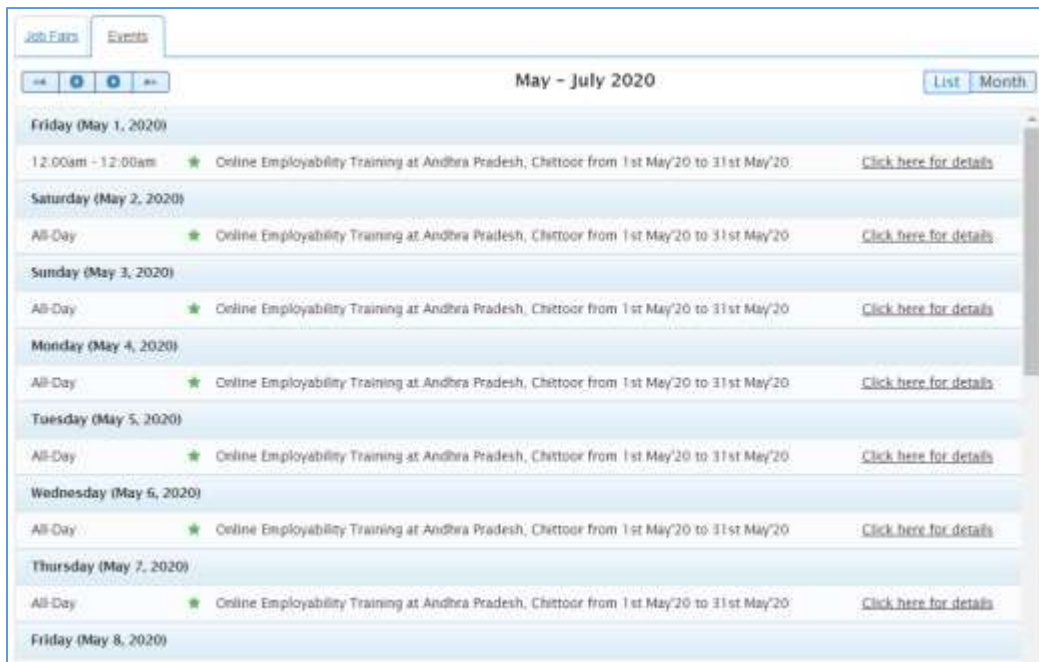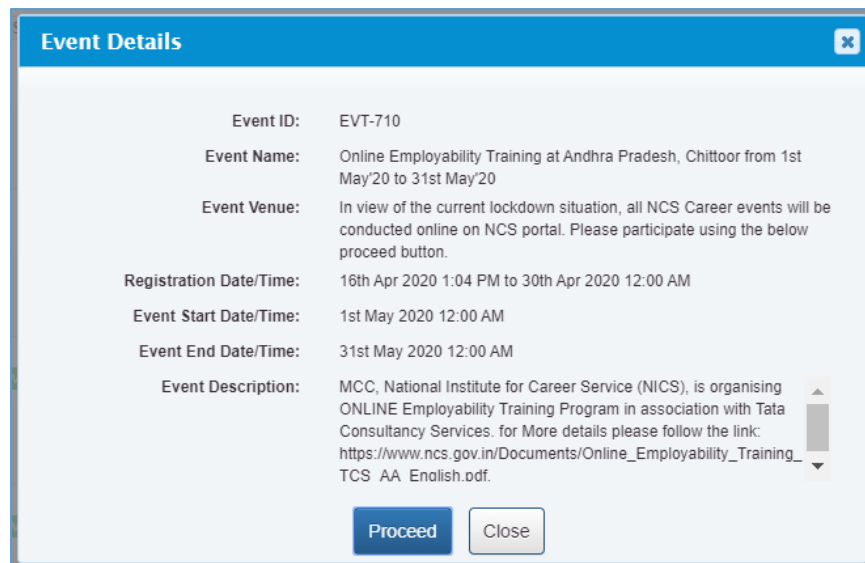

Event Result List

   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.
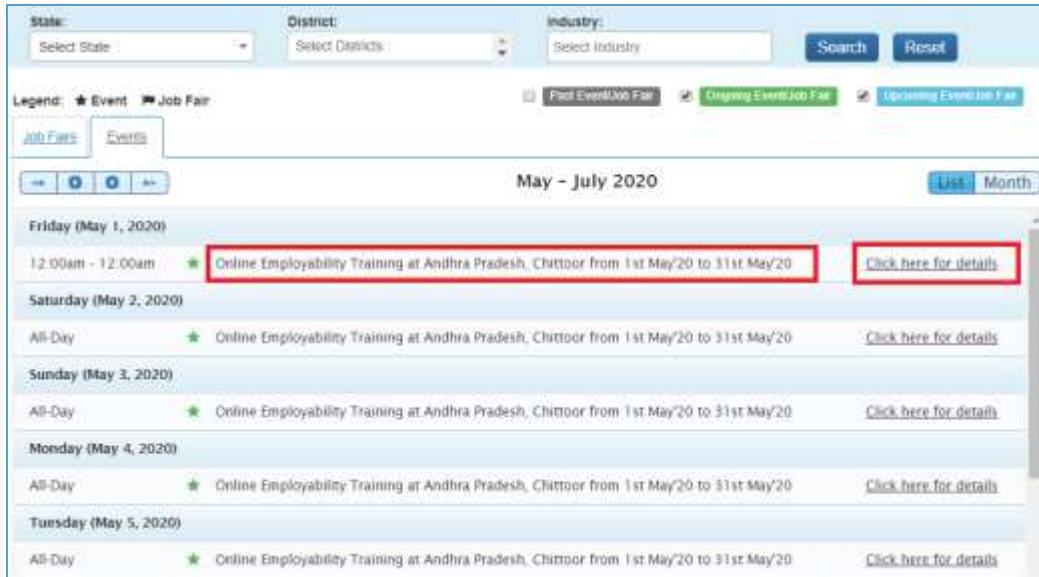
**Event Title and Click here for details Link**

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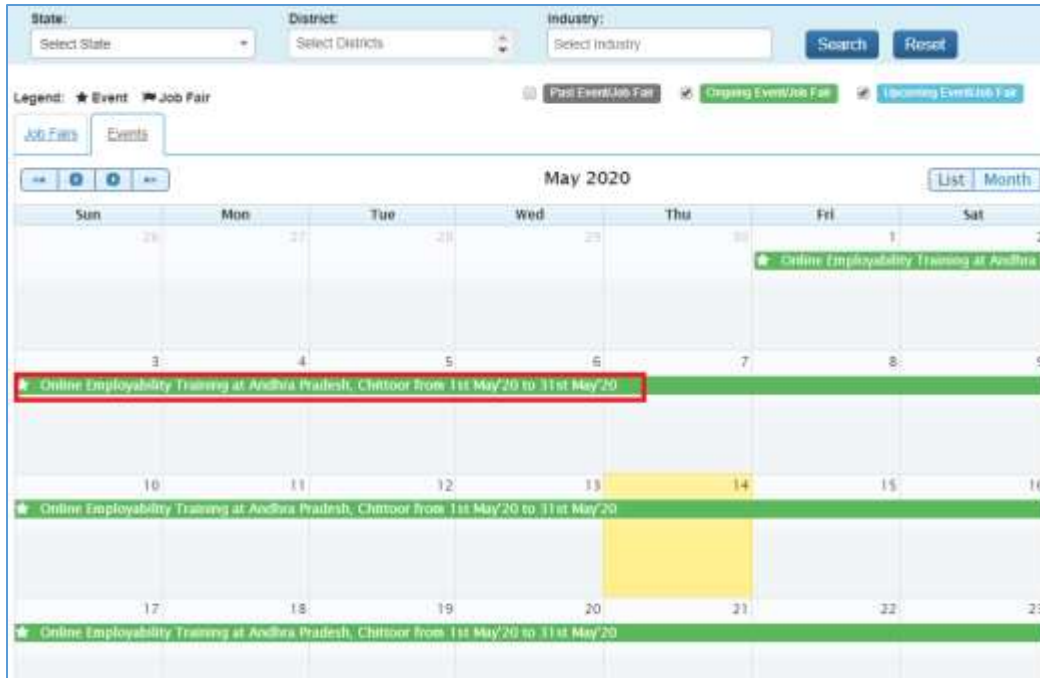

Event Details Pop-up

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.
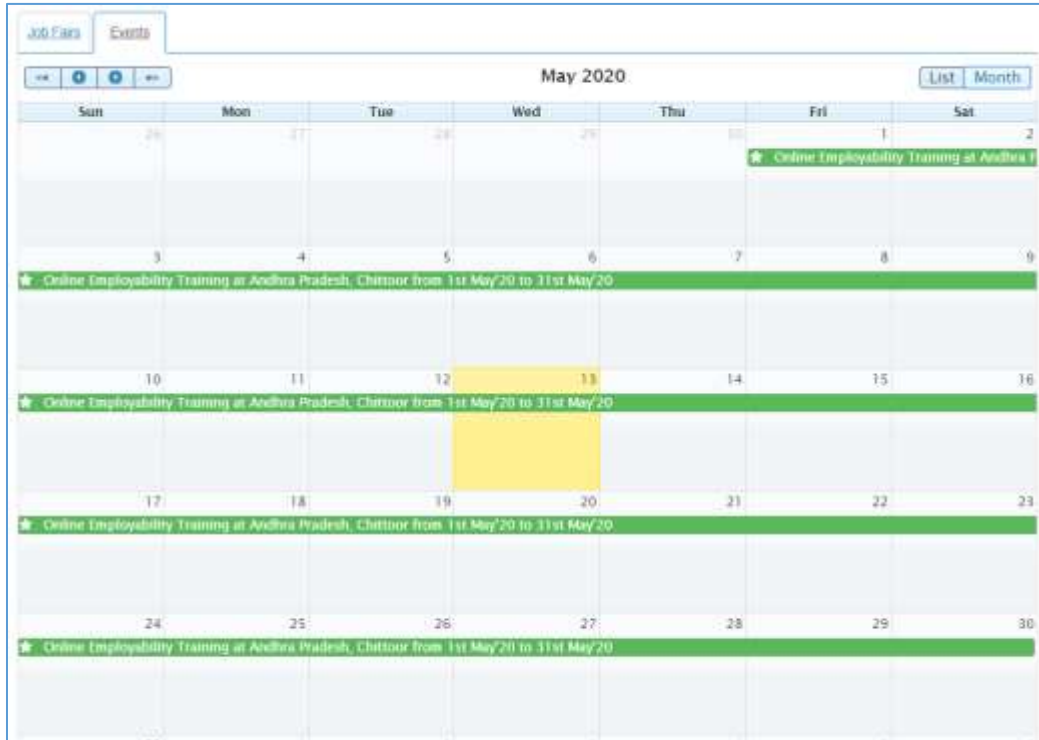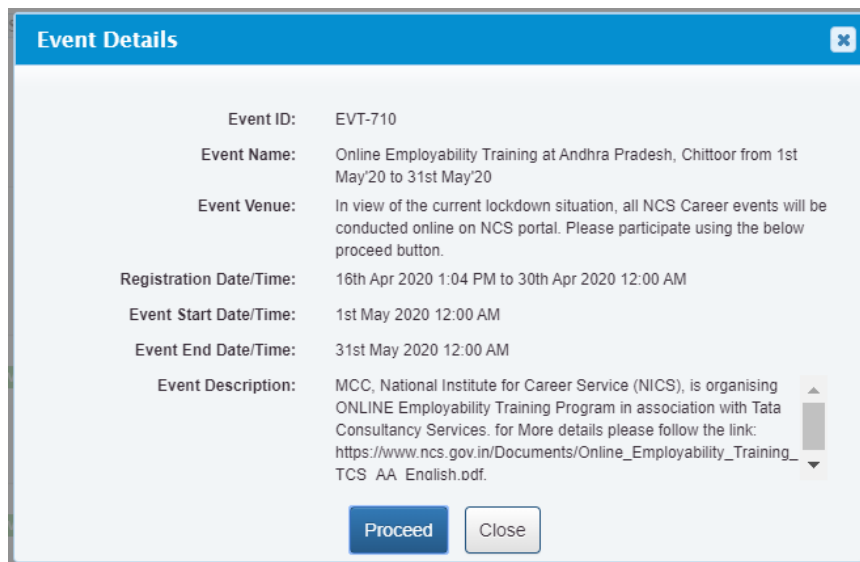

Event Result Calendar

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

Job Fair Title

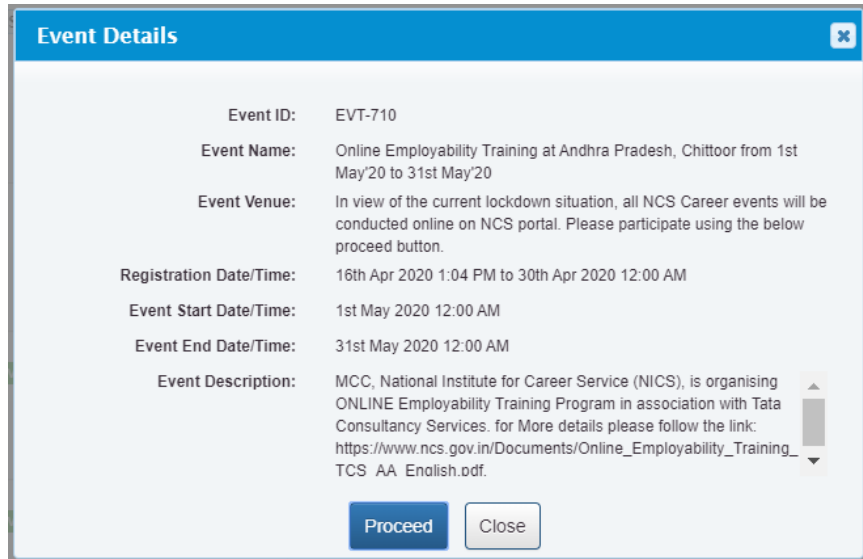iii. The details of the selected event display on a pop-up.

Event Details Pop-up

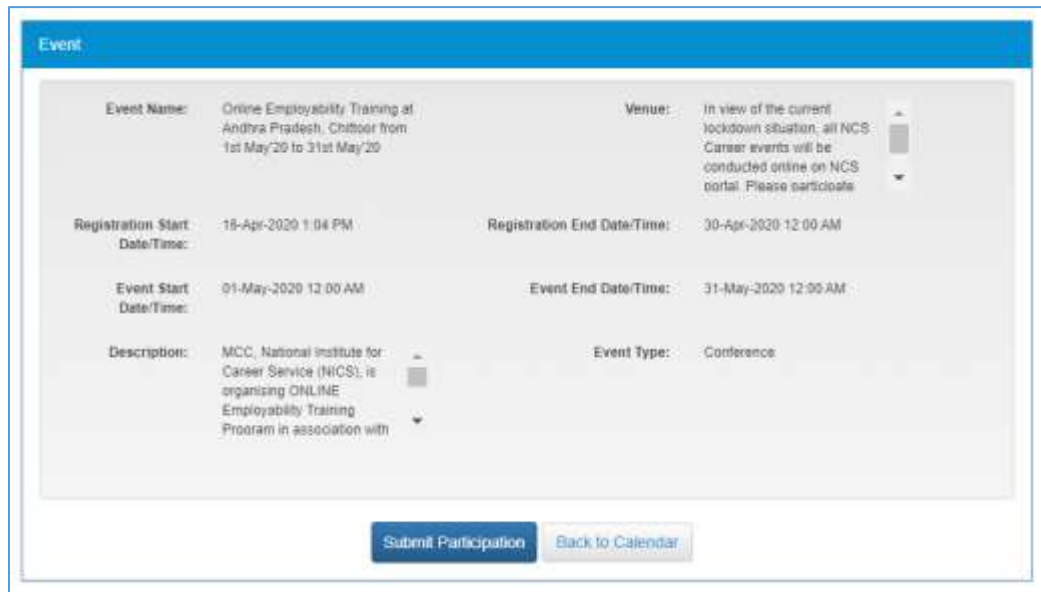## VI. Participate in an Event

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 Pop-up

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

Event Pre-Registration Screen

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