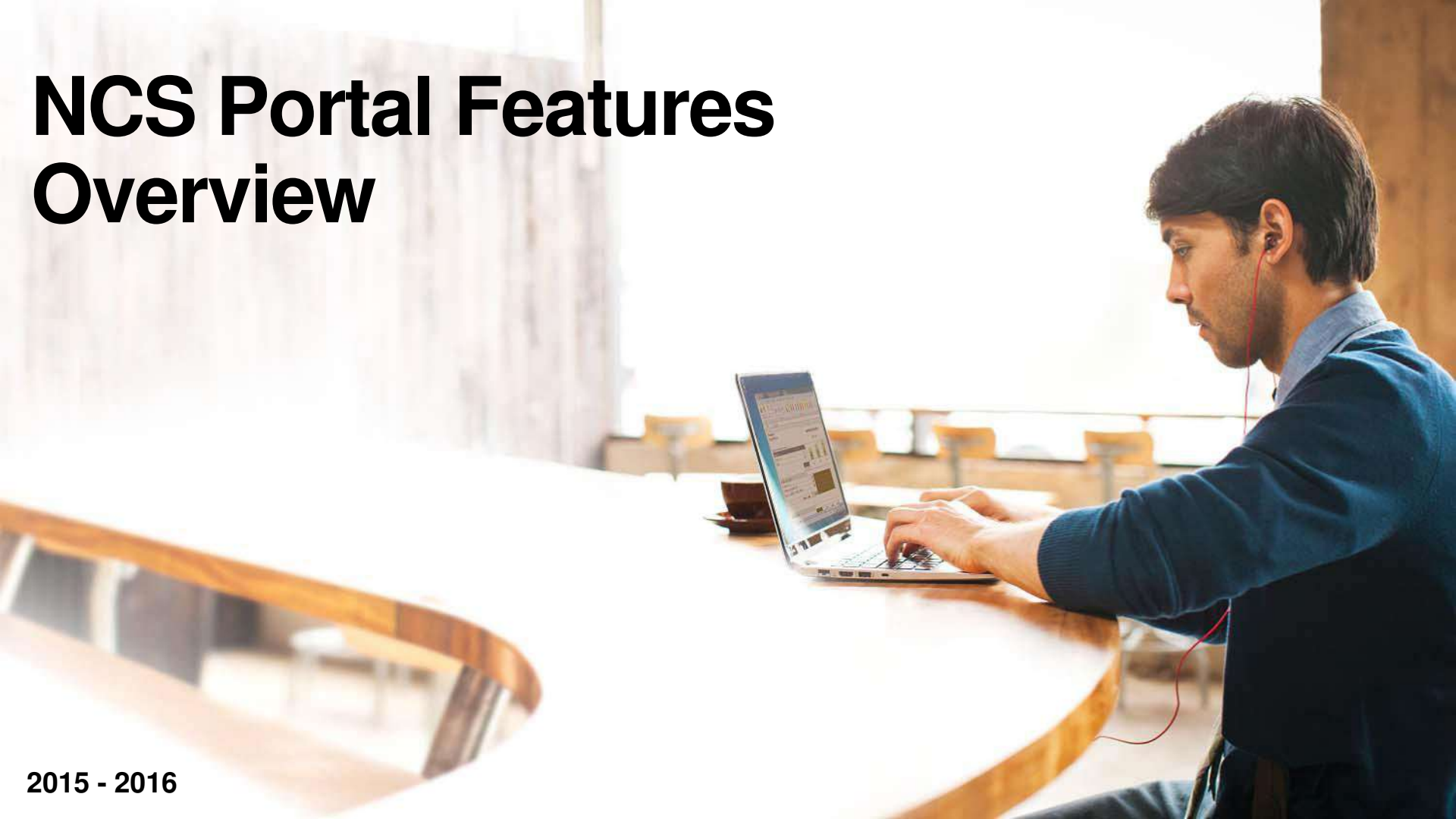


# NCS Portal Features Overview



2015 - 2016

# Topics Covered

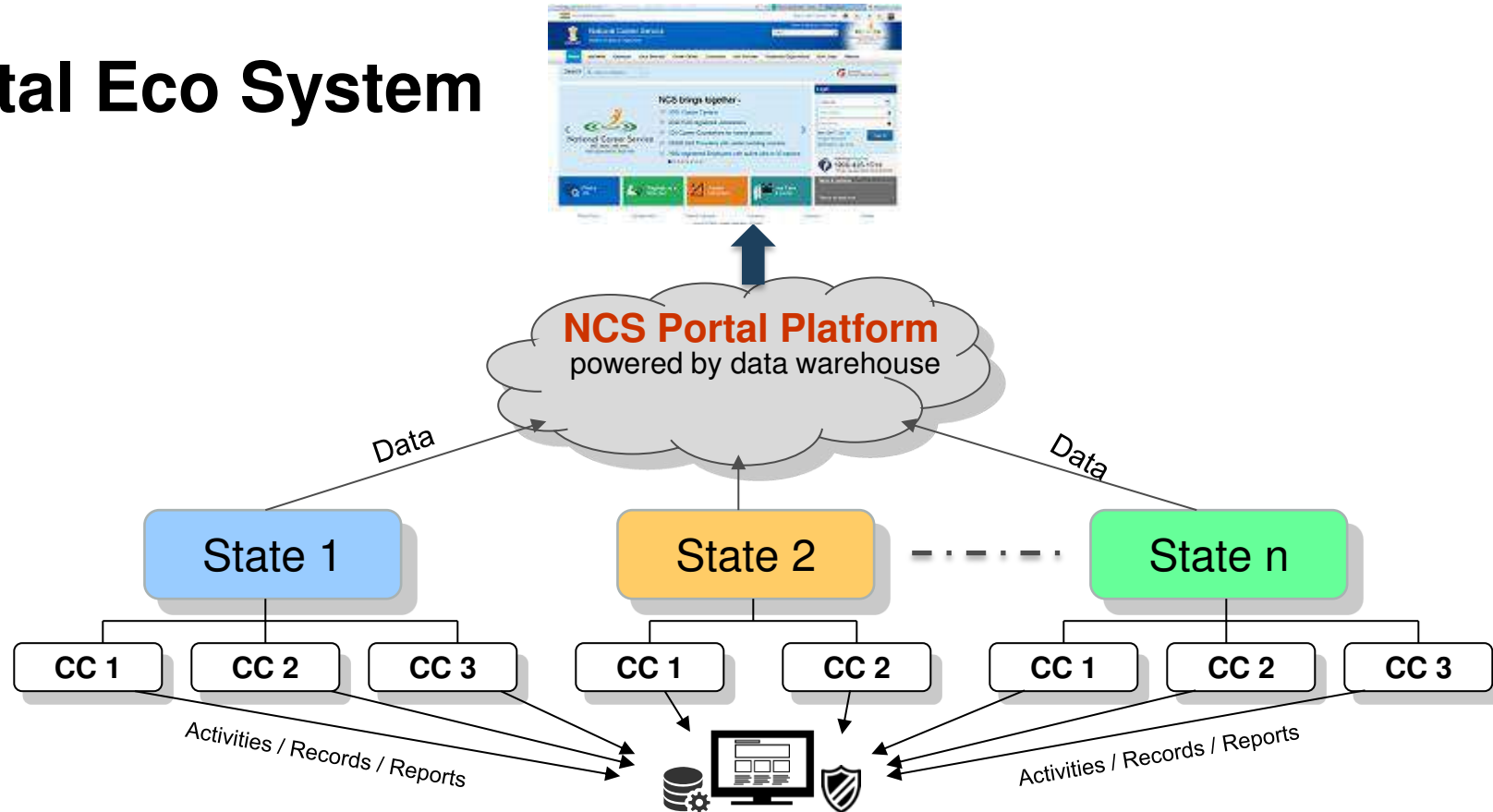
1. **DGE&T's NCS Portal Objective**
2. **Portal Eco System**
3. **Portal Overview**
4. **DGE&T Call Center**
5. **Reports**

# **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

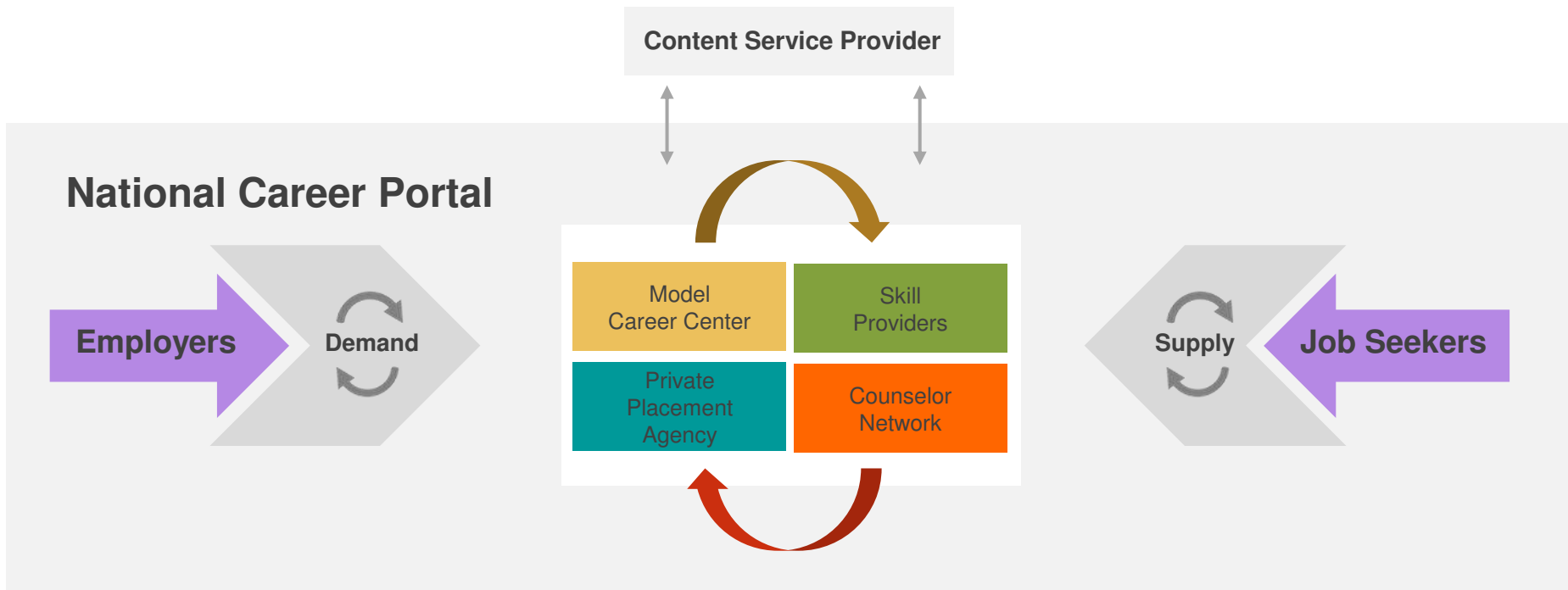


\*CC – Career Center

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



--Select Category--



Download  
Portal Features Document

## 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



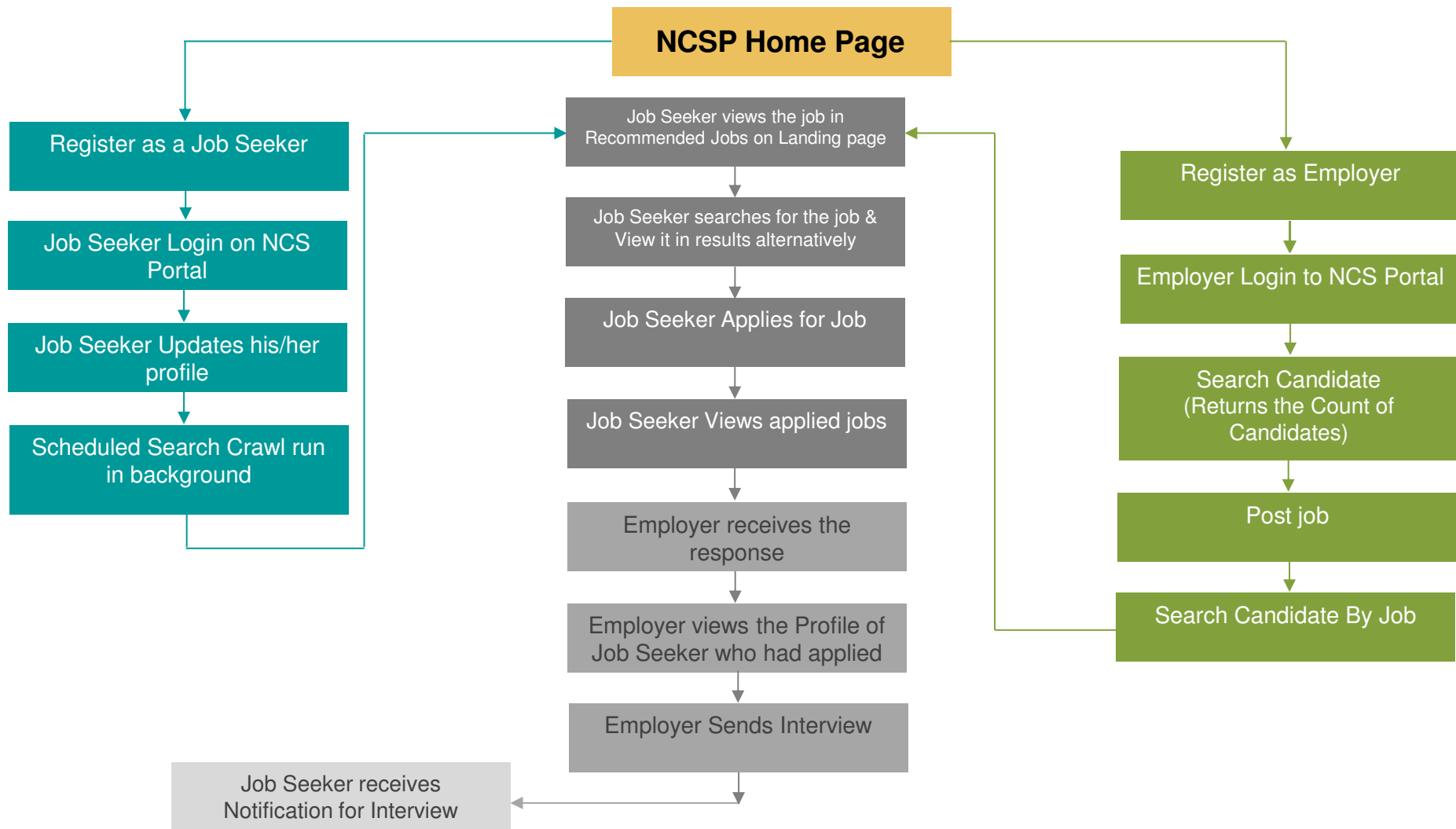
Career  
Information



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

Select image

Your NCS ID is :

J10F64-0958355464846

Gender\*

MALE

FEMALE

TRANSGENDER

Mobile\*

+91

9654

# 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\*

JobSeeker

First Name\*

Middle Name

Last Name

Gender\*

☒ FEMALE ☐ MALE ☐ TRANSGENDER

Date of Birth\*

Select from calendar

Guardian/Father's Name\*

Email

name@example.com

Mobile\*

+91

10 digit number

Password\*

atleast 8 characters

Retype Password\*

atleast 8 characters

Unique Identification Type\*

AADHAAR CARD ISSUED BY UIDAI

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

Unique Identification Number\*

Choose Your Username\*

Select

## 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

Save

Cancel

Personal Information

Title

--Select--

--Select--

First Name\*

adettee anand

Middle Name

k

Last Name

Display Name

adettee anand

Date of Birth\*

06/01/1999

Email

adettee.anand@ncsp.gov.in.com

Marital Status\*

NEVER MARRIED

Guardian/Father's Name\*

Rakesh

Religion\*

HINDUISM

Select image

Your NCSP ID is :

J10D84-1026301667208

Gender\*

☐ MALE ☒ FEMALE ☐ TRANSGENDER

Mobile\*

+91

99

Mother's Name

Caste\*

GENERAL

# Job Seeker

## Search Jobs

[Jobseeker Home](#)  
[View/Update Profile](#)  
[Search Jobs](#)  
[Jobs Applied](#)  
[Job Preferences](#)  
[Feedback on Local Services](#)  
[Events](#)  
[Cases](#)  
[Assessment Tool](#)  
[Change Password](#)

### Search Job

Job Role\*

ex: DTP operator, etc

Location

ex: Gurgaon, etc

Work Experience

Min

Max

In Years

Sector

ANY

[Advance Search](#)

# 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

ex: DTP operator, etc

Industry

Click and select multiple industries...

AUTOMOBILE  
BANKING/ INSURANCE AND FIN. ^  
BUILDING AND CONSTRUCTION v  
BUILDING HARDWARE AND HOM

Sector

--Select-- v

Relevant Experience

--Select-- v

In Years

Preferred Location

ex: Gurgaon, etc

Expected Salary

Salary Type

(in )

DAILY v

Job Nature

--Select-- v

Shift Timings

--Select-- v

Clear

Save Search Criteria

# Employer Section

<a href="#">Employer Home</a>	<h2>Q Search Candidate</h2> <div><input type="text" value="Type of Profile/expertise/Skill, etc"/><div>Search</div></div> <div><input type="text" value="Please enter City or State"/><div>Advanced Search</div></div> <div><div><div>--Select Industry--</div><div>▼</div></div><div><div>Min. Exp.</div><div>▼</div></div><div><div>Max. Exp.</div><div>▼</div></div><div>In Years</div></div>	<h2>Jobs Dashboard</h2> <div>0</div> <div><div><div>Draft</div><div>0</div></div><div><div>Published</div><div>0</div></div><div><div>Expired</div><div>0</div></div><div><div>Closed</div><div>0</div></div></div>
<a href="#">View/Update Profile</a>	<h3>Recent Job Posted</h3> <div>No Recent Posts</div>	
<a href="#">Post New Job</a>		
<a href="#">Search Candidate</a>		
<a href="#">Jobs and Responses</a>		
<a href="#">Scheduled Interviews</a>		
<a href="#">User Management</a>		
<a href="#">Feedback on Local Services</a>		
<a href="#">Events</a>		
<a href="#">My Documents</a>		
<a href="#">Change Password</a>		

# 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

Employer Registered With

--Select--

Registration Number

Organisation Name\*

Former Registered Name

Sector\*

--Select--

Industry\*

--Select--

Description

Maximum 500 Characters are Allowed in Description.

Registered Office

Address 1\*

Address 2

Address 3

Address 4

Pincode\*

Phone

+91

Area Cod

Phone

Extn

Mobile\*

+91

10 digit number

Company Email\*

name@example.com

Company WebSite URL

www.name.com

Registration Number\*

Identity Information

PAN Number

Either PAN or TAN is mandatory

TAN Number

Contact Details

Aadhaar Number

Aadhaar Verification Required?

Person Name\*

Guardian/Father's Name\*

Date of Birth\*

Select from calendar

Gender\*

☒ FEMALE ☐ MALE ☐ TRANSGENDER



# Employer

## Registration Screen (2/2)

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

# Employer

## Post New Job

Post New Job

Sector

Select

▼

Industry

Select

▼

Reference ID

Internal Job Reference ID

Job Title \*

Job Description \*

Desired Qualifications

Minimum Qualification \*

Select

▼

Total Experience (in years)

Min. Year(s)▼

Max. Year(s)▼

Relevant Experience (in years)

Min. Year(s)▼

Max. Year(s)▼

Location\*

ex: Gurgaon, etc

\* 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	<input type="text" value="ex: Gurgaon, etc"/>			Advanced Search
Search Candidate	<input type="text" value="--Select Industry--"/>	<input type="button" value="v"/>	Min. Exp. <input type="button" value="v"/>	Max. Exp. <input type="button" value="v"/> In Years
Jobs and Responses				
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

Please enter City or State

--Select Industry--

Min. Exp.

Max. Exp.

In Years

Search

Advanced Search

Recent Job Posted

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

Jobs Dashboard 7

Draft 0

Published 3

Expired 4

Closed 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	<b>Profile</b>	
View/Update Profile		
Manage Courses		
Requested Courses		
Feedback on Local Services		
User Management		
My Documents		
Change Password		

Registered With

--Select--

Registration Number

Organisation Name\*

ramesh enterprises

Former Registered Name

Sector\*

Local Bodies

Focus Industry\*

Accommodation and Food service activities  
Activities of extraterritorial organizations ;  
Activities of households as employers; un  
Administrative and support service activities

[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--

First Name\*

adatee

Middle Name

Last Name

Display Name

adatee

(As per Aadhaar details)

Date of Birth\*

01/06/2001

Email

.com

Marital Status\*

--Select--

Guardian/Father's Name\*

rakesh sharma

Select image

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

Search

Please enter City or State

Advance Search

--Select Industry--

Experience

In Years

Profile Completeness

100% Complete

Recent Job Applied

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

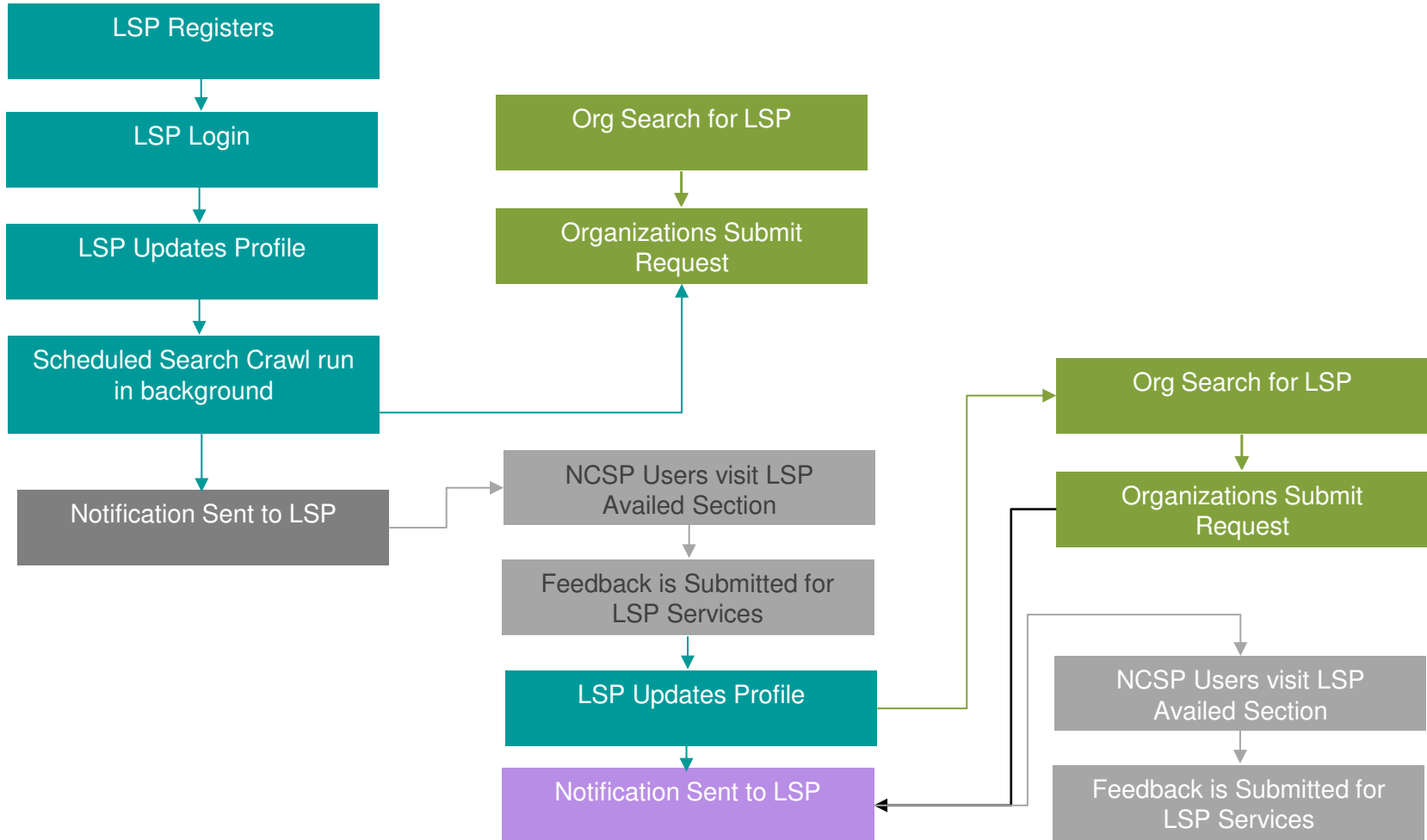
# Local Services

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\*

Local Services

First Name\*

Middle Name

Last Name

Gender\*

☒ MALE ☐ FEMALE ☐ TRANSGENDER

Date of Birth\*

Select from calendar

Guardian/Father's Name\*

Email

name@example.com

Mobile\*

+91

10 digit number

Password\*

atleast 8 characters

Retype Password\*

atleast 8 characters

Unique Identification Type\*

AADHAAR CARD ISSUED BY UIDAI

## Profile Screen

Local Services Home

View/Update Profile

Search Jobs

Jobs Applied

Job Preferences

Feedback on Local Services

Events

Change Password

Personal Info

Physical Attributes

Communication

Education & Training

Experience

Other Skills

Save

Cancel

Personal Information

Title

--Select--

--Select--

First Name\*

vijay

Middle Name

Last Name

Display Name

vijay

Date of Birth\*

15/03/1985

Email

@gmail.com

Marital Status\*

--Select--

Guardian/Father's Name\*

Surander kumar

Select image

Your NCSP ID is : 65C75-0636034700

Gender\*

☐ FEMALE ☒ MALE ☐ TRANSGENDER

Mobile\*

+91

90132

Spouse's Name

Mother's Name

# DGE&T Call Center

Call Center Home	Search Candidate		
Search Candidate	<div><div><input checked="" type="radio"/> Search By Unique ID <input type="radio"/> Search By Other Criteria</div><div><div><div>—Select—</div><div>▼</div></div><div>Registered Unique ID</div><div>Search</div></div></div>		
Register User			
Search Jobs			
User Management			
My Discussions			
My Documents			

# 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

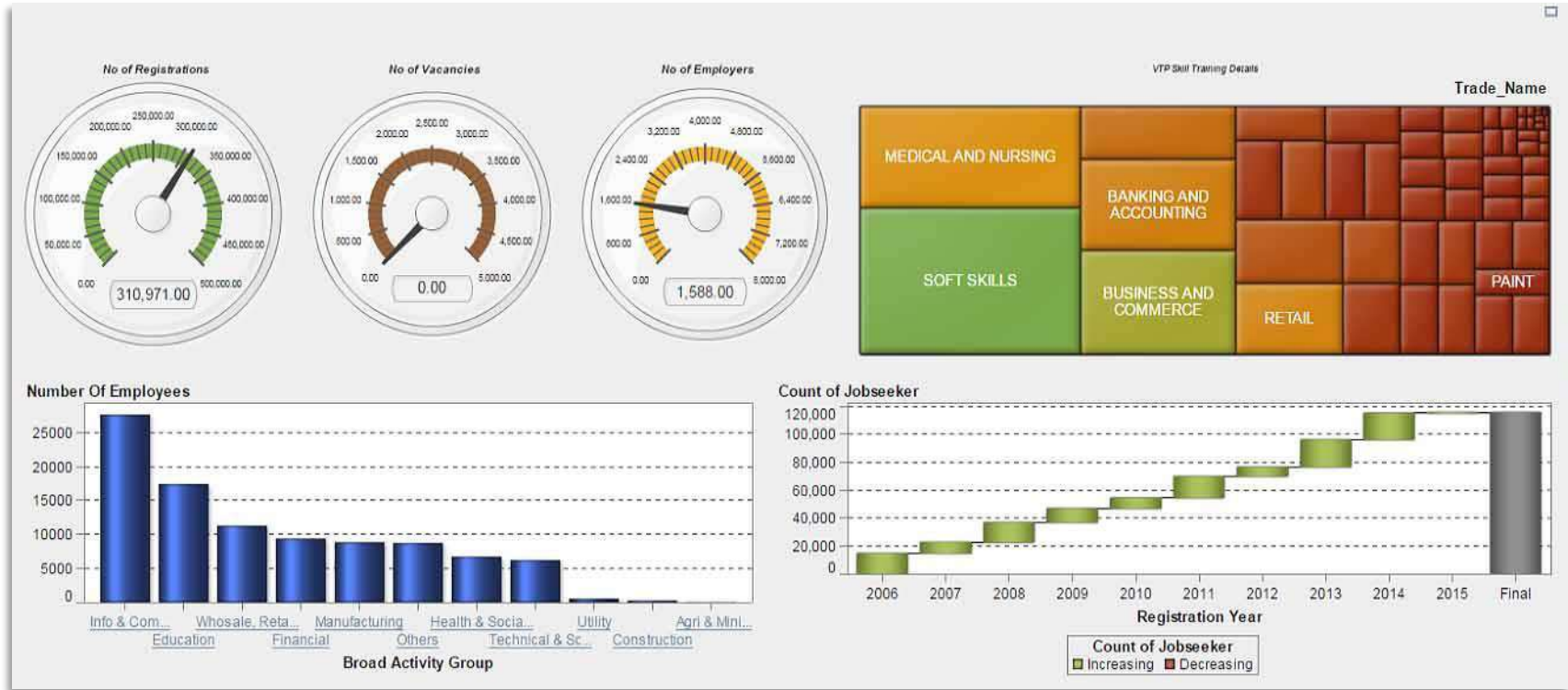
Admin user for DGET, State wise Admin user for DGET

## 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

[illegible]

# 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



**Countrywide stats**

- 10 Million IMPACTED CANDIDATES
- 100+ HAPPY EMPLOYERS
- 200+ TRAINING & RECRUITMENT COMPANIES
- 900+ CAREER COUNSELLING CENTERS

**Uttar Pradesh Stats:**

- > No. of jobseekers: 50455
- > Employers: 160
- > Local service providers: 4060
- > Counsellors: 32
- > Impact created: 10201

[VIEW STATS](#)

**Thank You!**