National Career Service Portal

EMPLOYER
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1. Overview

An employer is a person who runs a private or a government business. The NCS portal helps an employer to search for jobseeker matching their requirements and hire them. To do so the employer has to register himself on the portal. Step by step instructions to perform different actions along with its purpose is explained in the sections ahead.

The employer menu covers the following functionality:

- Employer Registration
- View/Edit Employer profile
- Post New Job
- Search Candidate
- Jobs and Responses
- Scheduled Interview
- User Management
- Feedback on Local Services
- Events
- My Documents
- Change Password
2. Getting Started

2.1 Access the application

To access the National Career Service portal (NCS Portal), type http://www.ncs.gov.in/. The Home page displays.

2.2 Signup/Registration

The Employer needs to register on the NCS portal. **Signup** link allows him/her to initiate the registration process. The registration process allows you to create a password and generate a user name for future logins to use the other functionality.

1. Click on **Sign Up** link from login page. The registration screen displays.
2. Select the Employer option from the register as drop down box. This displays the employer user registration screen.
3. If user is already registered with any Labor Identification agency then select the Labor Identification Number option from the employer registered with drop down box and then enter registration number and then click on **Fetch LIN Details** button.
4. Enter organisation name
5. Enter Former registered name
6. Enter organisation’s sector
7. Enter organisation’s Industry
8. Enter organisation’s description
9. Enter registered address
10. Select state from the drop down box
11. Select district from the drop down box
12. Select Taluka/Tehsil from the drop down box
13. Enter city/village
14. Enter pincode
15. Enter Landline number with area code
16. Enter mobile number
17. Enter the company’s email id
18. Enter the company’s official website
19. Enter Permanent account number(PAN)
20. Enter Tax Deduction Account Number(TAN)
21. Enter Aadhaar number
22. Enter contact’s person name
23. Enter Guardian/Father’s name
24. Select date of birth from the calendar
25. Click on gender radio button.
26. Enter landline number
27. Enter mobile number
28. Enter contact’s person email id
29. Enter designation
30. Enter User ID and the click on Check User ID button for availability
31. Enter a password with the following criteria- It should be minimum 8 character containing at least one alphabet, one number, one special character (@$%) for e.g. pass@word1
32. Retype the same password for confirmation
33. Enter security code as shown in image
34. Click “I Agree to Terms and Condition” check box. To read NCS Portal terms and condition document, click “Click Here” link
35. Click on Submit button. After successful registration the register verification screen displays and OTP will be send to provided mobile number
36. Enter the OTP verification code which you receive on registered mobile number

Note: Click on Resend link, if you don’t receive the OTP.

37. Click on Submit button. Your account has been created successfully.

Note: Employer can login and view/update their profile but cannot use the other functionality until his/her Aadhaar Number will verify.
2.3 Login into the NCS Portal
   1. Enter login ID
   2. Enter password
   3. Click on **OK** button. This displays the Employer home screen.

2.4 View/Update Employer Profile
   This link allow employer to view and update profile.
   1. Click on **View/Update Profile** link from left panel. This displays the employer profile screen.
2. Edit the desired details.
3. Click on **Update** button to save the changes.

### 2.5 Logout of the application
At any point user can logout by using the **Sign Out** option.
3. Post New Job

This link allow employer to post new job.

1. Click on Post New Job link from left panel. This displays the Post New Job screen.
2. Enter job reference id
3. Select job’s sector from the drop down box.
4. Enter job title
5. Enter job description
6. Select minimum qualification from the drop down box
7. Enter the desired qualification based on minimum qualification like post graduate, graduate and under graduate details
8. Select minimum and maximum total experience from the drop down box
9. Select relevant minimum and maximum experience from the drop down box
10. Enter Job location
11. Enter Job key skills
12. Select nature of job from the drop down box
13. Enter minimum and maximum salary
14. Select Salary/Wage type from the drop down box
15. Click on Calendar icon and then select job expiry date

Note: Job Expiry date should be less than 60 days.

16. Select shift type from the drop down box
17. Enter the days availability to join
18. Select candidate’s age preference from the drop down box
19. Select gender preference from the drop down box
20. Select the appropriate caste check box.
21. Click on Ex-Serviceman check box, if you are retired from service.
22. Select appropriate abled option
23. Enter the number of vacancies
24. Enter certification details
25. Enter contact’s person name
26. Enter landline number
27. Enter mobile number

28. Click on check box, if you wish to share your mobile number with jobseeker
29. Enter contact email Id

30. Click on check box, if you wish to display contact information in job vacancy
31. Click on Post Job button.

Click on Save as Draft button, if you wish to save current job on draft mode.

3.1 Post Drafted Job
This link allow employer to post drafted job.

1. Click on Jobs and responses link from left panel. This displays the all published and draft jobs.
2. Click on **Action** button
3. Click on **Publish** option to post a job.

Click on check box corresponding to the Job ID and then click on **Delete** button to remove the draft job

**4. Search Candidate**

This link allow employer to search candidate for posted jobs.
1. Click on **Search** Candidate from Employer menu bar. The search candidate screen displays.

2. Enter keyword
3. Click on **Search** button to view the candidate count.
5. Jobs and Responses

This link allows an employer to view/edit posted job responses, search candidates and activate/deactivate posted jobs.

5.1 View Posted Job
1. Click on Jobs and Responses from the left panel. This displays the posted job screen.

2. Click on Add button to create a new job. See Post New Job
3. Click on check box corresponding to the Job ID and then click on Delete button to remove the posted job.

5.2 Close Posted Job
1. Click on Jobs and Responses from the left panel. The posted job response screen displays.

2. Click on Action button and select Close option.
3. Select the reason from the drop down list.
4. Click on Submit button

5.3 Edit Posted Job
1. Click on Jobs and Responses from left panel. This displayed the job and responses screen.

2. Click on Action button and select Edit option
3. Edit Job Expiry date and number of vacancies
4. Click on Update button.

5.4 Search Candidate
This link allow employer to search candidate and send an interview request.

1. Click on Action button and then select Search Candidate option. The Search Candidate screen displays.
2. Click on **Search** button. This displays the search candidate screen.
3. Click on Action button
4. Select Send Interview Request corresponding to candidate name.

Click on desired Candidate Name check box and then click on Shortlist Candidate button.

5.5 Shortlisted Profile
This link allow employer to view all shortlisted profiles.

1. Click on Action button.
2. Select Shortlisted profile. This displays all the shortlisted profiles scree.

Click on check box and the click on Delete button, to remove the shortlisted candidate.

5.6 Scheduled Interview
1. Click on Action button and then select Scheduled Interview option. This displays the scheduled interview.
Click on **Close** link, to delete scheduled interview and then enter the reason.

### 6. Scheduled Interview

This link allow employer to view all scheduled interview.

### 7. User Management

This link allow employer to add employer admin, member and manage their role and rights.

#### 7.1 Add Member

It allows you to add employer admin and member

1. Click on **User Management** from left panel. This displays the user management screen.
2. Click on **Add User** button. This displays the **Add organisation** member screen.

```
Add Organisation Member
```

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name*</td>
<td>Name</td>
</tr>
<tr>
<td>Designation*</td>
<td>Designation</td>
</tr>
<tr>
<td>Email*</td>
<td><a href="mailto:name@example.com">name@example.com</a></td>
</tr>
<tr>
<td>Mobile*</td>
<td>+91 10 digit Mobile Number</td>
</tr>
<tr>
<td>Phone</td>
<td>Coun Area Cox Phone Extn</td>
</tr>
<tr>
<td>User Role*</td>
<td>--Select--</td>
</tr>
<tr>
<td>User ID*</td>
<td>Name</td>
</tr>
<tr>
<td>Password*</td>
<td>atleast 8 characters</td>
</tr>
<tr>
<td>Retype Password*</td>
<td>atleast 8 characters</td>
</tr>
</tbody>
</table>

3. Enter the following details:
   - Name
   - Designation
   - Email
   - Mobile number
   - Landline with area code
4. Select the user role from the drop down box.
5. Enter the user id
6. Click on **Check UserID** button for availability
7. Enter a password with the following criteria - It should be minimum 8 character containing at least one alphabet, one number, one special character (@$%) for e.g. pass@word1
8. Retype the same password for confirmation
9. Click on **Submit** button

7.2 Manage User
1. Click on **User Management** from left panel. The user management screen displays.

2. Click on **Manage User** screen corresponding to the user name

   ![Manage User Screen](image)

   Click on **Reset Password** button, if you forgot the password. New password will receive on register mobile number.

   Click on **Activate/Deactivate** to changes the user account.

7.3 Manage Role
1. Click on **User Management** from left panel. The user management screen displays
2. Click on **Manage Role** screen corresponding to the user name.

3. Click on appropriate role ✓ check box.
4. Click on **Save** button.

8. **Feedback on Local Services**

   This link allows the employer to give feedback on the local service provider's quality of work/service.

   1. Click on **Feedback on Local Services** from left panel. The feedback on local services screen displays.

   2. Click on **Give Feedback** link corresponding to request. The feedback pop-up displays.
3. Select the service availed start & end date from the calendar
4. Click on **Availed** check box to enable the feedback options.
5. Click on appropriate radio button.
6. Click on Submit button.

9. Events

This link allow employer to view upcoming events and register yourself for an event.

1. Click on Events from left panel. The search events screen displays.
2. Click on **View** link to view the events details.

3. Click on **Participate** button, if you wish to register in an event.

## 10. My Documents

This link allow employer to view uploaded documents.

1. Click on **My documents** from left panel. This displays the documents screen.
11. Change Password

This link allow employer to change password.

1. Click on Change Password from left panel. The change password screen displays.

2. Enter old password
3. Enter a password with the following criteria- It should be minimum 8 character containing at least one alphabet, one number, one special character (@$%) for e.g. pass@word1
4. Retype the same password for confirmation
5. Enter Security Code as shown in figure
6. Click on Change Password button to update the password