

# **NCS Portal Features Overview**

A man with dark hair, wearing a blue sweater over a light blue collared shirt, is seated at a light-colored wooden table. He is focused on a silver laptop in front of him, with his hands on the keyboard. He is wearing red earbuds. The background is a bright, blurred interior space with large windows and a wooden railing, suggesting a modern office or cafe environment. The overall lighting is warm and natural.

**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**

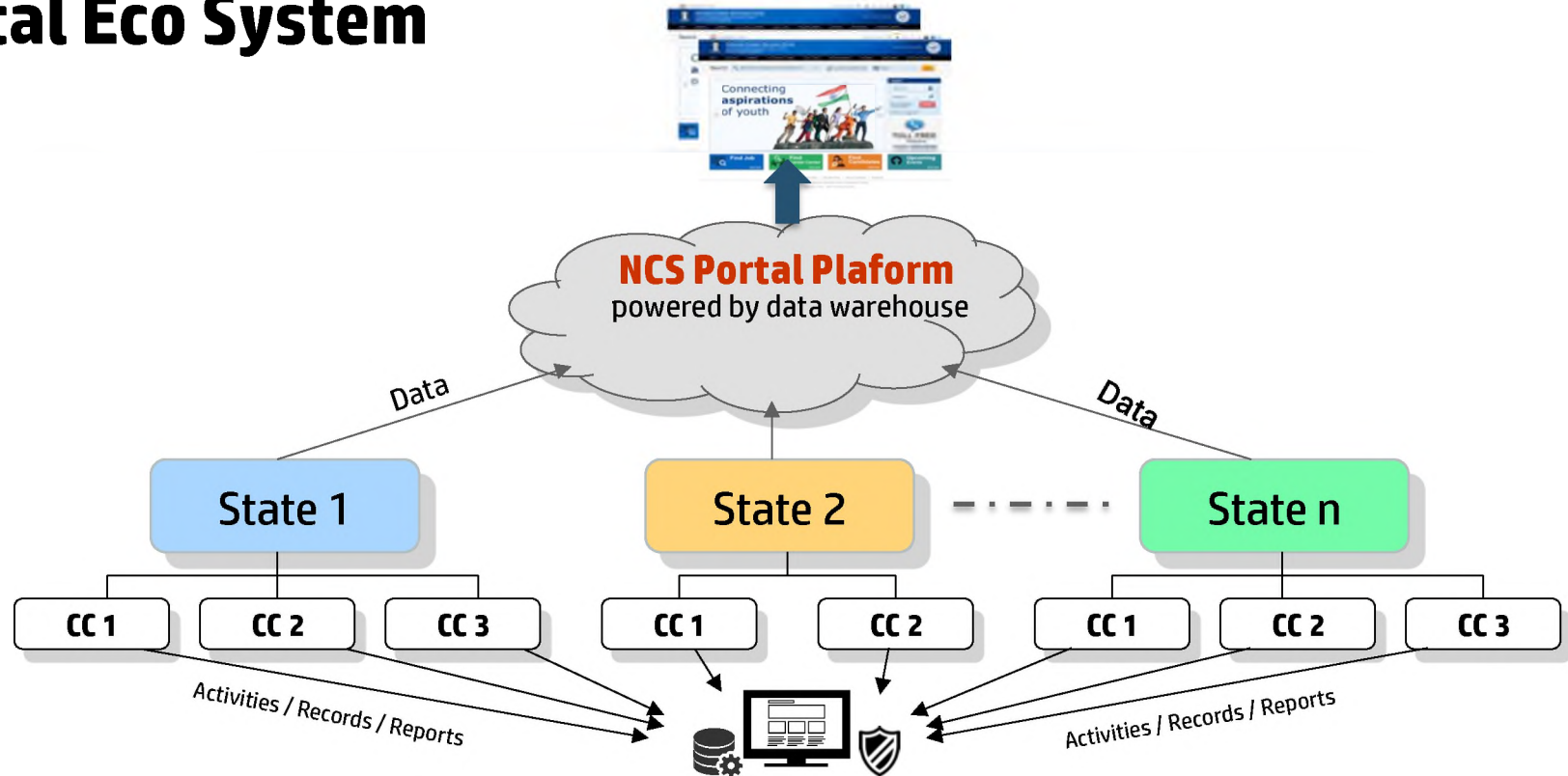


# **DGE&T Objective – NCS Portal**

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

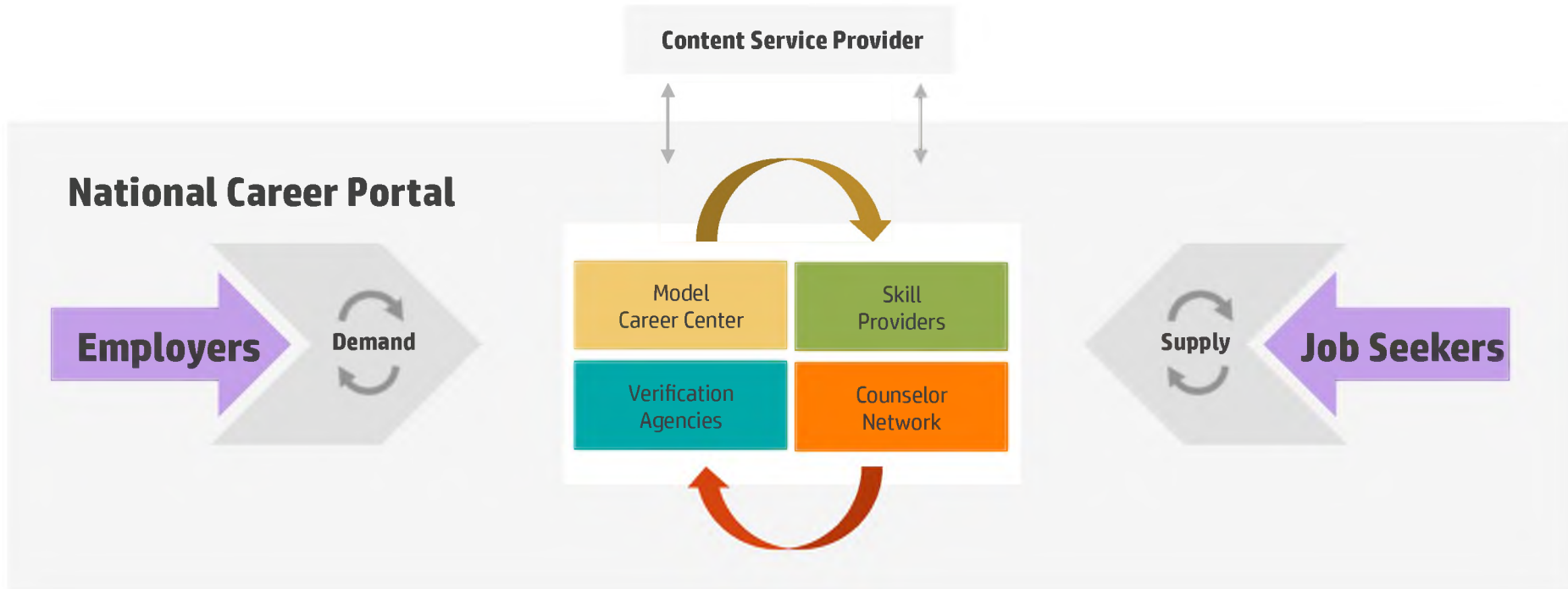


\*CC – Career Center

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



Skill / Training  
Provider



Counsellor



**Career Center /  
Placement Agency**



**Verification  
Agencies**



**Local Service Provider**



**DGE&T  
Admin and Users**



# Portal Home Screen

# Portal Home

GOVERNMENT OF INDIA

Skip to Main Content

Home | About Us | Contact Us

National Career Services Portal

Directorate General of Employment & Training (DGET)  
Ministry of Labour & Employment

Home | Jobseeker | Employer | Local Service Provider | Career Center | Counsellor | Skill Provider | Placement Agency

Search

Download Portal Features Document

## Bringing Employers closer to Job Seekers

- Online / Offline Registration
- Search and Select Job Seeker profiles
- Post Jobs
- Send Job Offers
- Participate in events, job fairs

● ○ ○ ○ ○ ○

### Login

Login As

Username

Password

New User? [Sign Up](#) [Sign In](#)

[Forgot Password?](#)

[DGET Users login here](#)

Toll Free Helpline  
1800-6660666

**Find Job**  
click here

**Register as New User!**  
click here

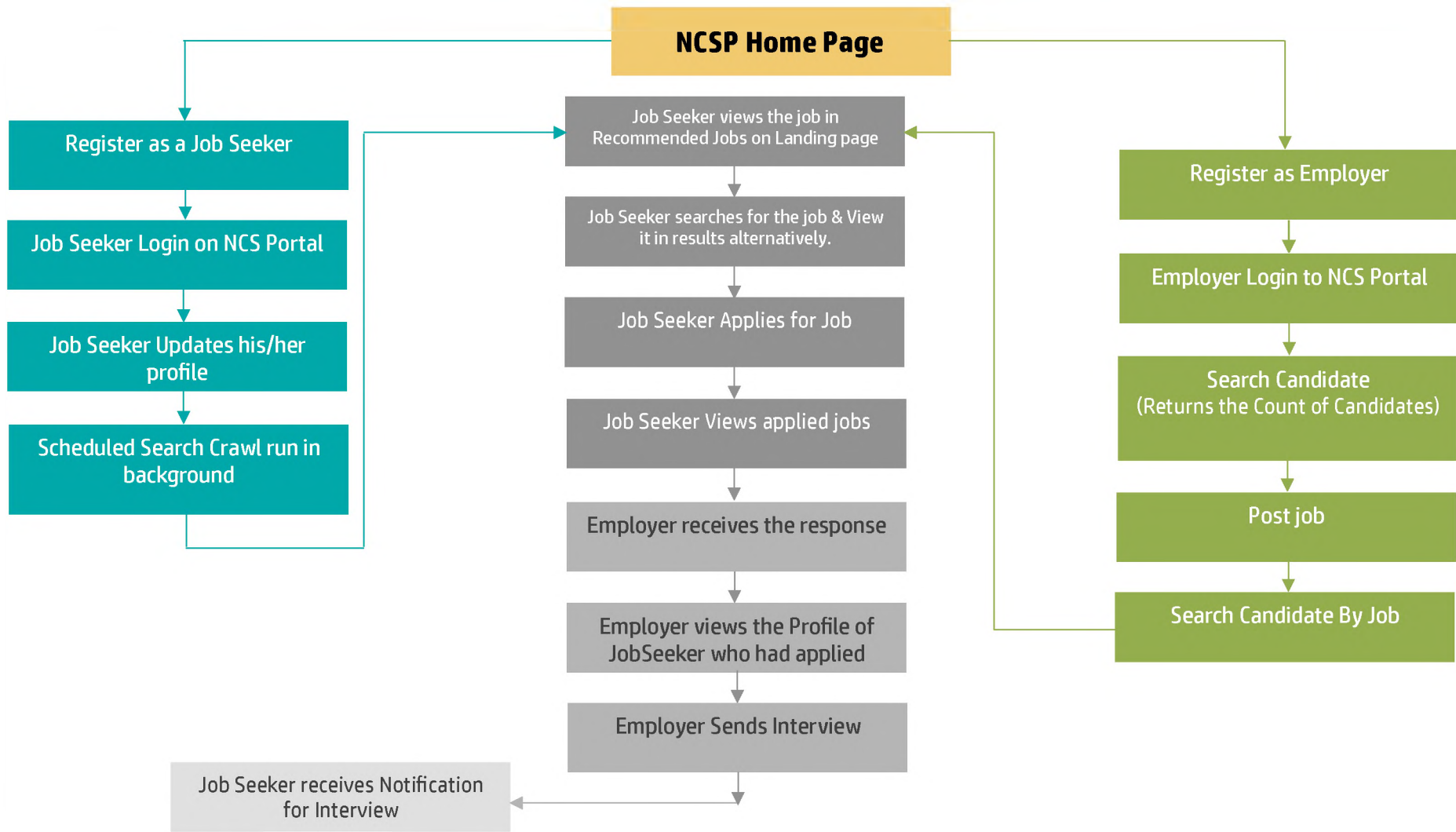
**News & Updates**  
• NCSP Portal Coming Soon!!!  
[click here](#)

**Job Fairs & Events**  
[click here](#)

**Career Information**  
[click here](#)

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Unique Visitors 34 Total Hits 724



# Job Seeker Section

# 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 a career (especially for freshers) / job switch
- Search and apply for jobs, job fairs, training programs, career exhibitions
- Contact Local Service Provider
- Email / SMS Notifications

# Job Seeker Registration & Post Login Screen

## Registration Form



Registration Form

Register As: JobSeeker [Add Other User](#)

First Name\*

Middle Name

Last Name

Gender\*  Female  Male  Transgender

Date of Birth\*

Father's Name\*

Email

Middle\*

Password\*

Repeat Password\*

Unique Identification Type\*

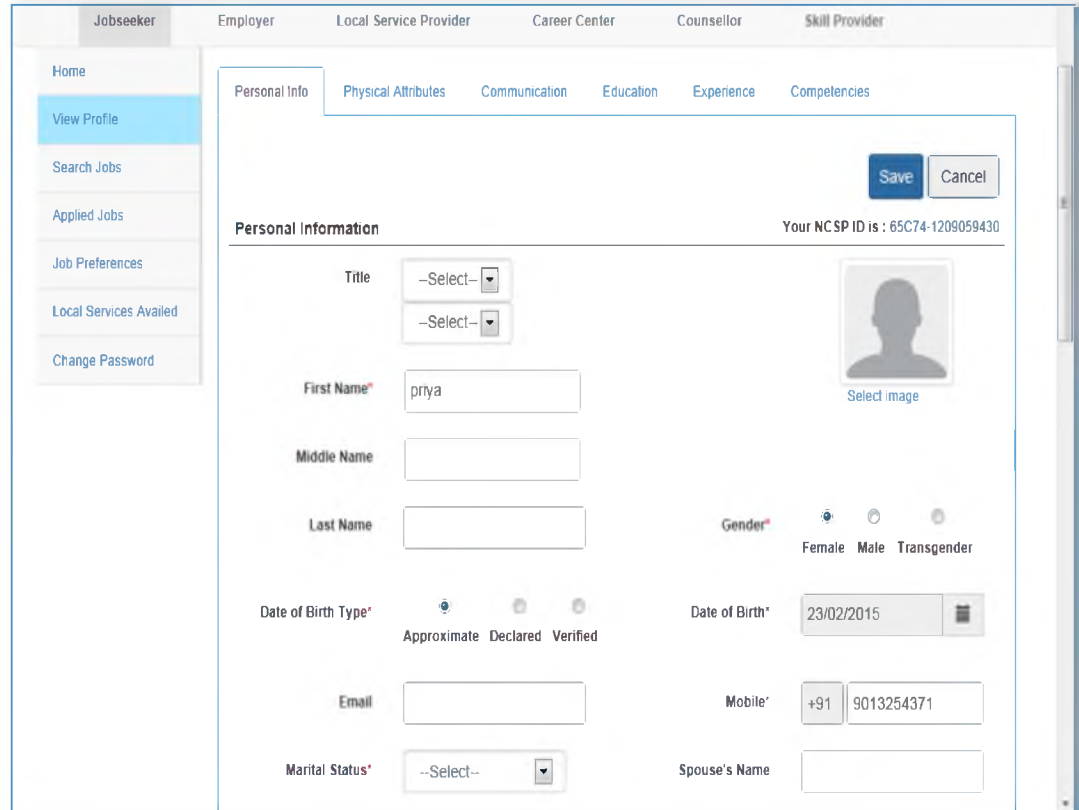
Unique Identification Number\*

Choose Your Username\*

Enter Security Code\*

I agree to terms and conditions

## Profile Form



Jobseeker Employer Local Service Provider Career Center Counsellor Skill Provider

Home

View Profile

Search Jobs

Applied Jobs

Job Preferences

Local Services Availed

Change Password

Personal Info Physical Attributes Communication Education Experience Competencies

Save Cancel

Your NCSP ID is : 65C74-1209059430

Personal Information

Title

First Name\* priya

Middle Name

Last Name

Date of Birth Type\*  Approximate  Declared  Verified

Date of Birth\* 23/02/2015

Email

Marital Status\*

Gender\*  Female  Male  Transgender

Date of Birth\* 23/02/2015

Mobile\* +91 9013254371

Spouse's Name

Select image

# Job Seeker Registration & Post Login Screen

## Search Jobs


The screenshot displays the 'Search Jobs' interface for a job seeker. At the top, there is a navigation bar with tabs for 'Jobseeker', 'Employer', 'Local Service Provider', 'Career Center', 'Counsellor', and 'Skill Provider'. The 'Jobseeker' tab is active. On the left side, there is a vertical menu with options: 'Home', 'View Profile', 'Search Jobs' (highlighted in blue), 'Applied Jobs', 'Job Preferences', 'Local Services Availed', and 'Change Password'. The main content area is titled 'Search Job' and contains the following search criteria:

- Keyword:** A text input field.
- Location:** A text input field.
- Work Experience:** Two dropdown menus labeled 'Min' and 'Max' with the text 'In Years' below them.
- Expected Salary:** A dropdown menu for 'Salary Type' (set to 'Monthly') and a text input field for the amount, with '(in ₹)' next to it.
- Job Nature:** A dropdown menu set to '--Select--'.
- Shift Timings:** A dropdown menu set to '--Select--'.
- Sector:** A dropdown menu set to 'All Sectors'.
- Industry:** A dropdown menu with visible options: 'Automobile', 'Banking/ insura(E)', 'Building and co', and 'Building hardwa'.
- Gender:** A dropdown menu set to 'Any'.

At the bottom of the search area, there are four buttons: 'Hide Advance Search ^', 'Clear', 'Search', 'Reload Search', and 'Save Search Criteria'.

# Job Seeker Registration & Post Login Screen

## Job Preferences Settings



National Career Services Portal  
Directorate General of Employment & Training (DGE&T)  
Ministry of Labour & Employment

Home | About us | Contact Us

Brij Gupa ▾

Jobseeker | Employer | Local Service Provider | Career Center | Counsellor | Skill Provider

Home

View Profile

Search Jobs

Applied Jobs

Job Preferences

Local Services Availed

Change Password

### Job Preferences

Keyword

Location

Work Experience  Min  Max  In Years

Industry   
Banking/ insura  
Building and co  
Building hardw

Expected Salary  Salary Type (in ₹)

Sector

Job Nature

Shift Timings



# Employer Section

# Employer

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

## Registration, Login and other employer specific activities

- Online / Offline 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 & Post Login Screen

## Registration Form (1/2)

### Register As

Register As\*

Organisation Name\*

Sector\*

Industry\*

Description

### Registered Office

Address 1\*

Address 2

Address 3

### Contact Details

Aadhar Number

Person Name\*

Father's Name\*

Date of Birth\*

Gender\*

Contact Number

Mobile\*

Email\*

Contact Designation\*

User ID\*

Password\*

Retype Password\*

Verification Required?

# Employer Registration & Post Login Screen

## Registration Form (2/2)

District*	--Select--
Taluka/Tehsil	--Select--
City/Village *	--Select--
Pincode*	
Phone	Coun Area Cod Phone Extn
Mobile*	+91 10 digit number
Company Email	ex: 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**

Aadhar Number	
Person Name*	

**Miscellaneous**

Year of Incorporation*	--Select--
Area of Operation (s)	
Key Activities	
Enter Security Code*	<input type="checkbox"/> I'm not a robot 
	<input type="checkbox"/> I agree to terms and conditions
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

# Employer Registration & Post Login Screen

## Post Login Screen

The screenshot displays the National Career Services Portal interface. At the top, it features the Government of India logo and the text 'GOVERNMENT OF INDIA'. The main header includes the portal's name, 'National Career Services Portal', and the Directorate General of Employment & Training (DGE&T), Ministry of Labour & Employment. A search bar and a 'Brij Skill Provider' dropdown menu are also present. The navigation menu includes 'Jobseeker', 'Employer', 'Local Service Provider', 'Career Center', 'Counsellor', and 'Skill Provider'. The 'Employer' tab is active, and the 'Post New Job' form is displayed. The form includes fields for Reference ID, Job Title, Job Description, Job Summary, and Key Skills, along with dropdown menus for Work Experience - Min and Work Experience - Max.

GOVERNMENT OF INDIA

National Career Services Portal  
Directorate General of Employment & Training (DGE&T)  
Ministry of Labour & Employment

Home | About us | Contact Us

Search...

Brij Skill Provider

Jobseeker | **Employer** | Local Service Provider | Career Center | Counsellor | Skill Provider

Home

Profile

**Post New Job**

Search Candidate

Jobs and Responses

User Management

Local Services Availed

View Events

Change Password

**Post New Job**

Reference ID

Job Title \*

Job Description \*

Job Summary \*

Key Skills \*

Work Experience - Min Year  Month

Work Experience - Max Year  Month

\* These screenshots are partial snapshot views

# Job Seeker Registration & Post Login Screen

## Search a Candidate

The screenshot shows a web application interface for searching candidates. At the top, there is a navigation bar with tabs for 'Jobseeker', 'Employer', 'Local Service Provider', 'Career Center', 'Counsellor', and 'Skill Provider'. The 'Employer' tab is selected. On the left side, there is a vertical menu with the following options: Home, Profile, Post New Job, Search Candidate (highlighted), Jobs and Responses, User Management, Local Services Availed, View Events, and Change Password. The main content area is titled 'Search Candidate' and contains the following search criteria:

- Keyword:
- Min Experience (in years):
- Max Experience (in years):
- Salary (Min):
- Salary (Max):
- Salary/Wage Type:
- Current Location:
- Preferred Location:

*\* This screenshot is a partial snapshot view*

# **Career centers / Placement agencies**

# Career centers / Placement agencies

Center administrator, employment exchange officers, Voluntary counselors/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

\* Phase 2



# Employer Registration & Post Login Screen

## Registration Form

Register As

Register As\* Career Center

Organisation Name\*

Registered Office

Address 1\*

Address 2

Address 3

Address 4

State\*

District\*

Taluka/Tehshil

City/Village\*

Pincode\*

Contact Number

Mobile\* +91

Company Email\*

Company WebSite URL

## Registration Form

Identity Information

PAN Number Either PAN or TAN is mandatory

TAN Number

Contact Details

Person Name\*

Contact Number

Mobile\* +91

Email\*   
Email will be used as Login ID for the user

Contact Designation\*

Password\*

Retype Password\*

Miscellaneous

Year of Incorporation\*

Area of Operation (s)

Key Activities

Enter Security Code\*  I'm not a robot 

I agree to terms and conditions

# **Skill / Training providers**

# 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

\* Phase 2

# Counsellors

# 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

\* Phase 2

# Local Service Providers

# Local Service Providers

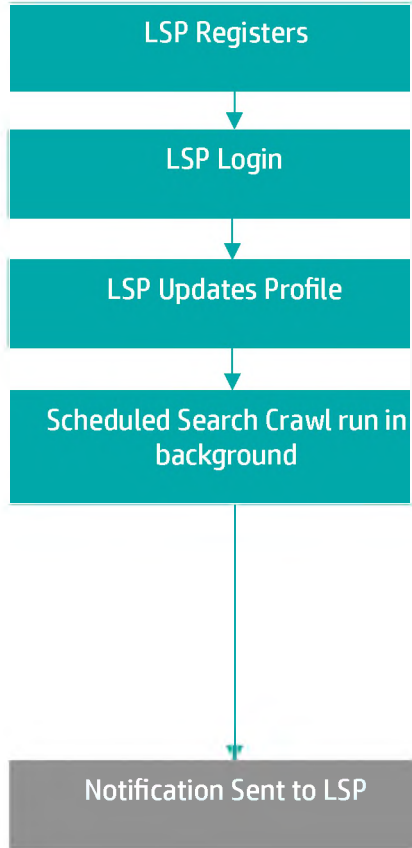
Information on local service providers available to house hold and other consumers for services like driving, plumbing, carpentry, etc

## 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

\* Phase 2

# Data Flow







Org Search for LSP



Organizations Submit Request



NCSP Users visit LSP Aailed Section



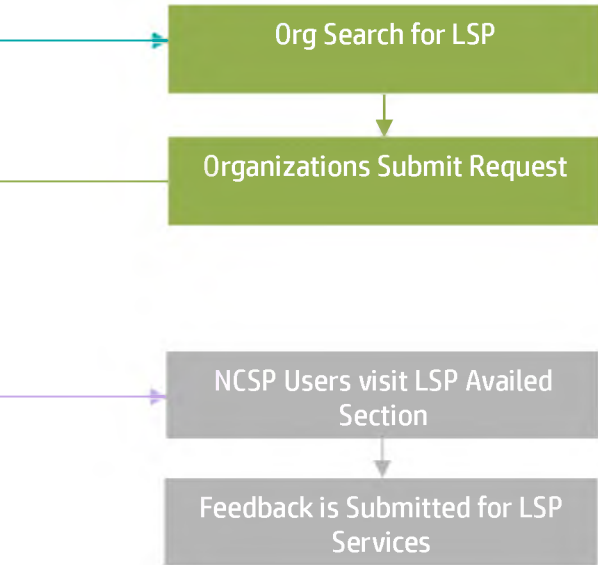
Feedback is Submitted for LSP Services

Continued...

```
graph TD; A[ ] --> B[LSP Updates Profile]; B --> C[ ]; C --> D[Notification Sent to LSP]; D --> E[ ]
```

LSP Updates Profile

Notification Sent to LSP



# Local Service Provider Registration & Post Login Screen

## Registration Form

Register As Local Service Provider Am | Active User?

First Name\*

Middle Name

Last Name

Gender\*  Female  Male  Transgender

Date of Birth\*

Father's Name\*

Email

Mobile\*

Password\*

Retype Password\*

Unique Identification Type\*

Unique Identification Number\*

Choose Your Username\*

Local Service Provider Type\*

Area of Operation (s)\*

Days of operation\*  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Operating time\* From  Hours  Minutes  To  Hours  Minutes

Enter Security Code\*  I'm not a robot

I agree to terms and conditions

## Profile Form

National Career Services Portal  
Directorate General of Employment & Training (DGE&T)  
Ministry of Labour & Employment

Home | About us | Contact Us

Search...

Ram Prasad

Home Jobseeker Employer Local Service Provider Career Center Counsellor Skill Provider Placement Agency

Home

View Profile

Search Jobs

Applied Jobs

Job Preferences

Feedback on Local Services

Events

Change Password

Search Jobs

ex: DTP operator, etc

Search

Advanced Search

ex: Gurgaon, etc

--Select Industry--

Experience  Experience (Years)

Job Recommendations

Please update your profile to get job recommendations.

Profile Completeness

0%

Recent Job Applied

You have not applied for any JOB(S) in last 30 days

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Unique Visitors 16 Total Hits 228

# Verification Agencies

# Verification Agencies

Administrator, Third party verification agencies

## Registration, Login and other activities

- Search Skill Training Seekers, Employers \*
- View Job Seekers, Employers details \*
- Verify and update status of Job Seekers, Employers \*
- Information on Government programmes related to employment and training \*
- Email / SMS alerts, notifications \*

\* Phase 2

# DGE&T Call Center

# 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. 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

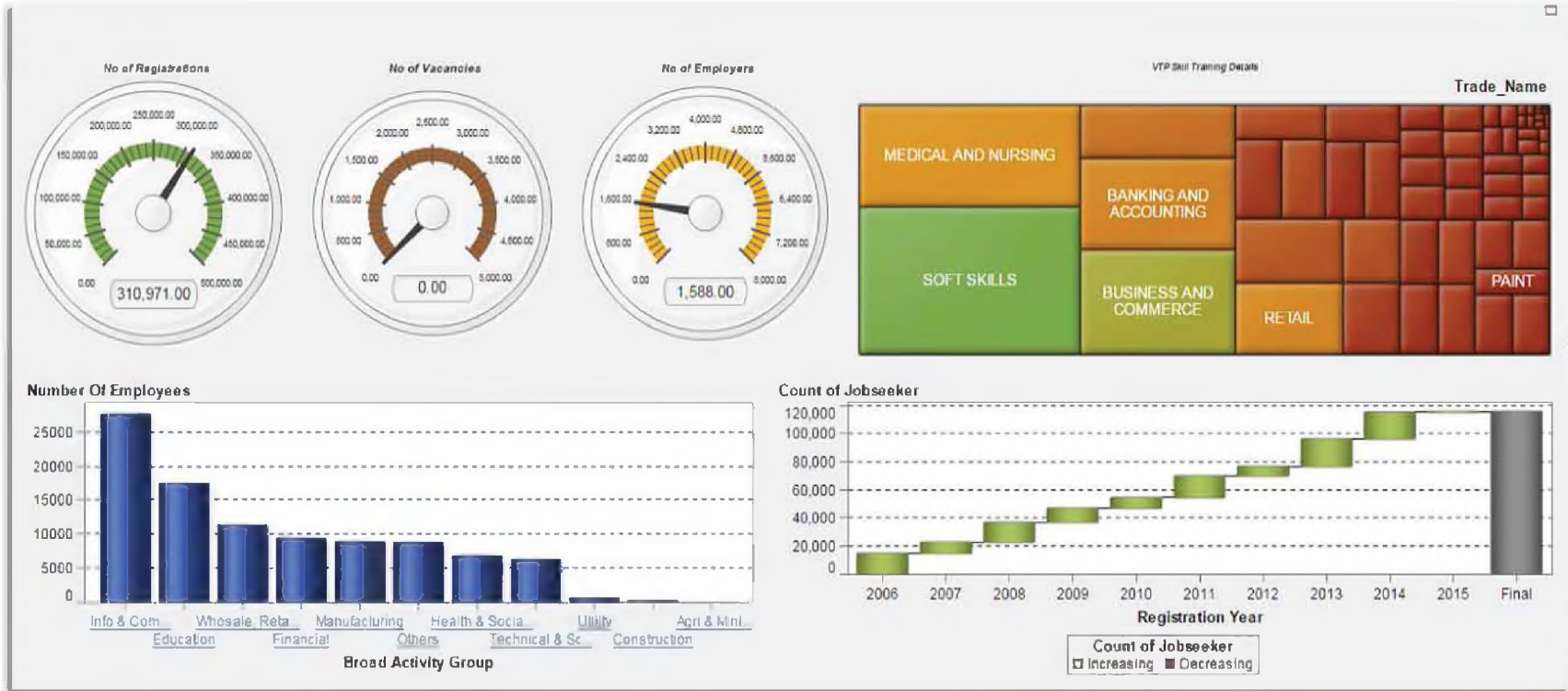
Admin user for DGET, State wise Admin user for DGET

## 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, Counselor, 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	-	-	-
Thoubel		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	9939
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		825	
BEAUTY CULTURE AND HAIR DRESSING		6413	

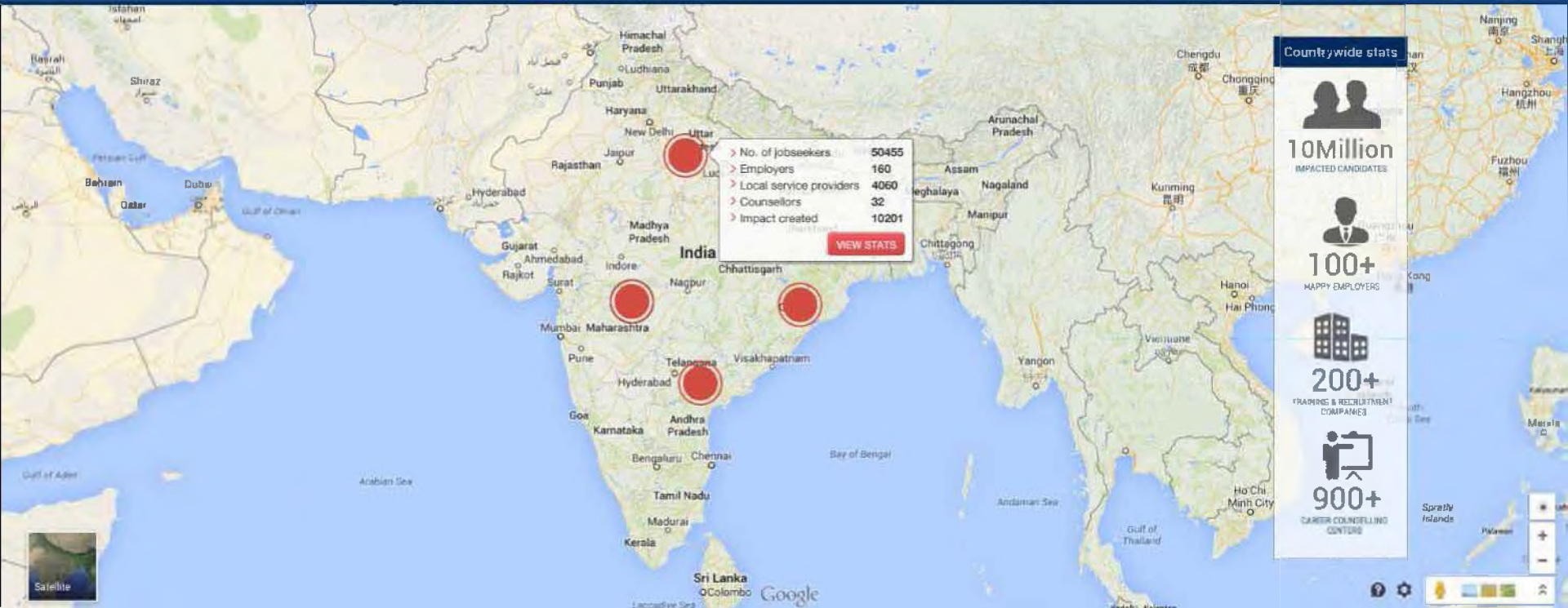


# Sample Dashboard – Map View



## National Career Services Portal

Directorate General of Employment & Training (DGET)  
Ministry of Labour & Employment



### Countrywide stats



10 Million  
IMPACTED CANDIDATES



100+  
HAPPY EMPLOYERS



200+  
TRAINING & RECRUITMENT  
COMPANIES



900+  
CAREER COUNSELLING  
CENTERS

**Thank you**