

National Career Service Portal

User Manual - CAREER CENTER v4.10

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1. Overview

A career center profile on the National Career Service (NCS) portal offers a variety of professional development services and programs to jobseekers so they can explore their interests, discover paths to opportunities, and prepare themselves for various professional interactions.

On the NCS portal a career center supports jobseekers to become an effective employees and lifelong learners. A career center also assists portal users with their personal growth as well as professional development. A career center offers a wide spectrum of services on the NCS portal to users whether they are students, fresh graduates, or alumni. It also provides different types of group workshops for portal users to upskill themselves.

The career center module covers the following functionality:

- Access the Application
- Change Language
- Logout of the Application
- View/Update Career Center Profile
- Register Jobseeker, Employer, Local Services
- Search Candidate
- Feedback on Local Services
- User Management
- Announcements
- Grievances
- Cases
- Change Password
- Access to Job Fairs
- Reports
- Documents
- Dashboard Report

2. Getting Started

2.1 Access the Application

To access the NCS portal, type the following website address or Uniform Resource Locator (URL) in the address bar of your Internet browser: <http://www.ncs.gov.in/>. The Home page of the NCS portal displays.

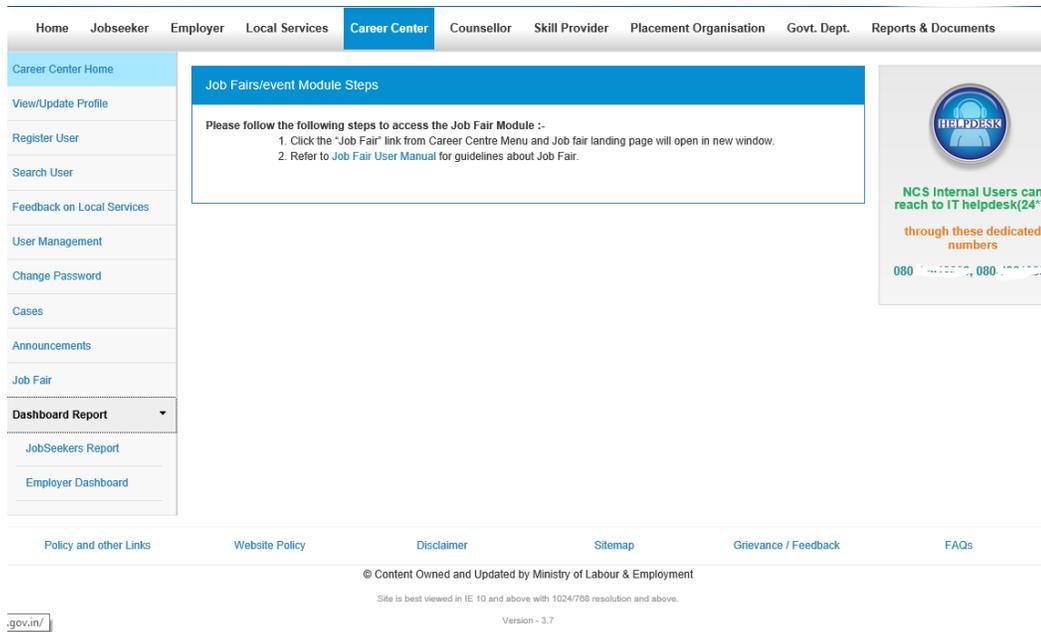
The screenshot shows the NCS Portal Home Page. At the top, there is a header with the Government of India logo and the National Career Service logo. Below the header is a navigation menu with links: Home, Jobseeker, Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, Govt. Dept., Reports & Documents, Trainings at NCS, and Grievance. A search bar is located below the navigation menu. The main content area is divided into several sections. On the left, there is a 'Find Job Vacancies by' section with a table of states and territories and their respective vacancy counts. On the right, there is a 'Login' section with fields for User Name and Password, and buttons for Sign In and New User? Sign Up. Below the login section, there is an 'IMPORTANT NOTICE' box and a 'Toll Free Helpline' section with the number 1800-425-1514. In the center, there are three statistics boxes: Active Job Seekers (1,05,18,445), Active Employers (7,823), and Active Vacancies (3,57,728). Below these are 'Top Employers' for June 2020, listing GEORAVITY SERVICES PRIVATE LIMITED, CORPORATE STEPS, and DIGITAL SHIKSHA. There are also several service tiles for COVID-19, Career Information, Jobs for Women, Services for Differently Abled, Govt Jobs & Employment Portals, and Videos. A large banner for TCS iON promotes a 'Video Profile' functionality for jobseekers. The footer contains various links and logos.

NCS Portal Home Page

2.2 Log into the Application

As a career center user you can log into the NCS portal by using your valid login credentials. Enter your user name and password in the fields provided on the Login section of the portal's Home page.

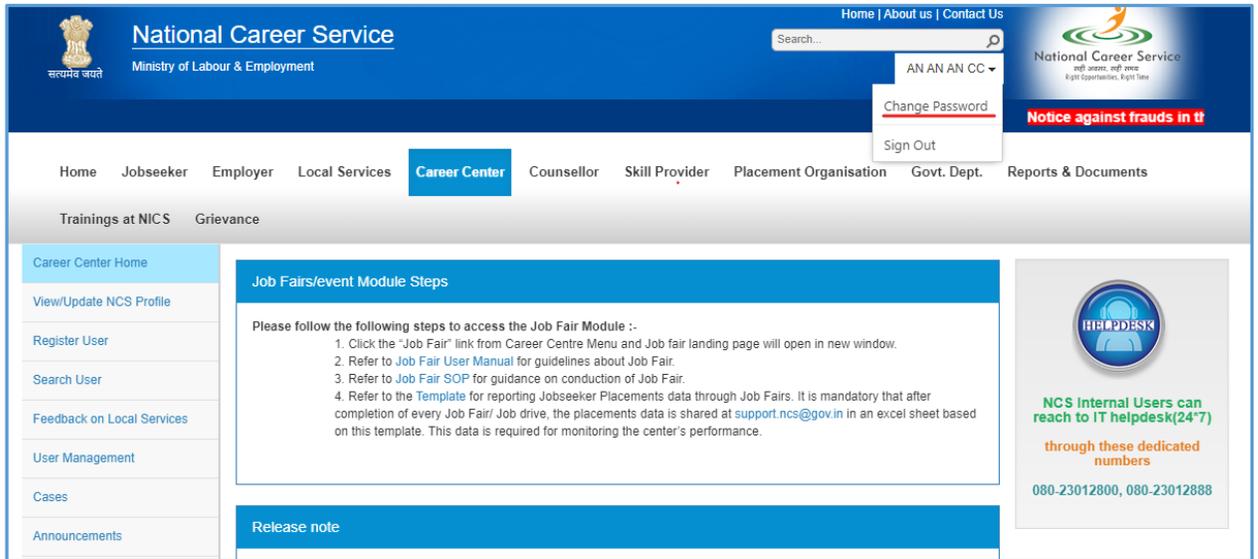
1. Enter your user name
2. Enter your password
3. Click the **Sign In** button. This displays the **Career Center Home** screen.



Career Center Home Screen

2.3 Logout of the Application

At any given point you can logout of the portal by clicking the **Sign Out** option.



Sign Out Option

2.4 View/Update Career Centre Profile

This link allows you to view or update your career centre user profile.

1. Click the **View/Update Profile** link from the left panel. The **Profile** screen displays.

Profile	
Organisation Name*	Employment Exchange Delhi
Registered Office	
Address 1*	CP
Address 2	
Address 3	
Address 4	
State*	NCT OF DELHI
District*	CENTRAL
Taluka/Tehshil	PAHAR GANJ
City/Village *	PAHAR GANJ
Pincode*	110011
Contact Number	Coun Area Cod Phone Extn
Mobile*	+91 9999475659
Company Email*	adetee.anand@agreeya.com
Company WebSite URL	
Identity Information	
PAN Number	Either PAN or TAN is mandatory
TAN Number	
Contact Details	
Aadhar Number*	
Person Name (as per Aadhar details) *	adetee
Father's Name*	
Miscellaneous	
Year of Incorporation*	--Select--
Area of Operation (s)	
Key Activities	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Profile Screen

2. Enter the company's official website address or URL
3. Enter Permanent Account Number (PAN)

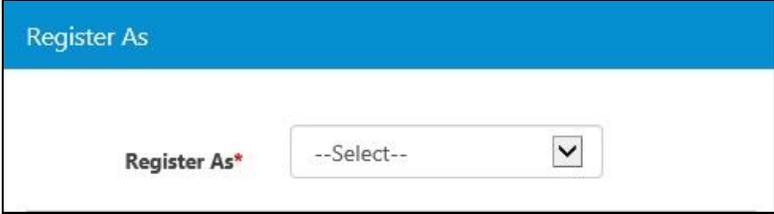
4. Enter Tax Deduction Account Number (TAN) of the organisation
5. Enter contact person's Aadhaar number
6. Enter father's name of the contact person
7. Date of Birth
8. Enter the landline number of the organisation with area code and extension (if any)
9. Select the year when the organisation was incorporated from the drop-down list
10. Enter the operation area(s) for the organisation
11. Enter the key activities of the organisation
12. Click the **Update** button to save the details

3. Register User

This link allows you, as a career center user to register jobseeker, employer, and local services user profiles on the NCS portal.

3.1 Jobseeker Registration

1. Click the **Register User** link from the left panel. This displays the **Register As** screen.



The screenshot shows a web interface with a blue header bar containing the text "Register As". Below the header, on a white background, there is a label "Register As*" in bold black text. To the right of this label is a rectangular drop-down menu box. Inside the box, the text "--Select--" is displayed in a light gray font, and a small downward-pointing arrow icon is visible on the right side of the box.

Register As Screen

2. Select the Jobseeker option from the **Register As** drop-down list. This displays the **Registration** screen for a jobseeker user.

Registration

Register As*

First Name*

Middle Name

Last Name

Gender* Male Female Transgender

Unique Identification(UID) Type*

Unique Identification(UID) Number*

Date of Birth*

Guardian/Father's Name*

Highest Education Level*

State*

Email ID

Mobile Number*

Password* ⓘ

Retype Password*

Choose Your Username*

Job Preference/Key Skills*
To add multiple Key Skills use semicolon (",") as separator

Enter Security Code*
Type Captcha:

I agree to terms and conditions [click here](#)

Registration Screen

3. Enter the first name of the jobseeker
4. Enter the middle name
5. Enter the last name

6. Select the appropriate gender radio button
7. Select the Unique Identification type (PAN card, Aadhaar card or Others) from the drop-down list

Note: Aadhaar card number will be verified through the **Unique Identification Authority of India (UIDAI) service**.

Note: Selecting the Others option enables you to choose any one of the following identification type for the jobseeker: Voter's Identity Card, Passport, Driving License, or UAN Number.

8. Enter the Unique Identification number based on the Unique Identification type
Note: Use the **Check** button to see if the entered UID already exists.

9. Select the date of birth of the jobseeker from the calendar
10. Enter guardian or father's name of the jobseeker
11. Select jobseeker's highest education level from the drop-down list

Note: The Education field only displays when you select one of the following options from Highest Education Level drop-down list: Diploma After 12th, Graduate, PG Diploma, Post Graduate, or PhD. Further, additional fields display based on the option selected from the Education drop-down list.

Note: The profile of a jobseeker in the NCS portal is defined either as a Basic profile or an Advanced profile. This is based on the option you select from the Highest Education Level drop-down list. Selecting any one of the following options: No Schooling, Up to 8th, Up to 9th, 10th, 11th, 12th, Diploma after 10th, or ITI creates a Basic user profile. Selecting an option such as: Diploma after 12th, Graduate, PG Diploma, Post Graduate, or PhD, creates an Advanced profile.

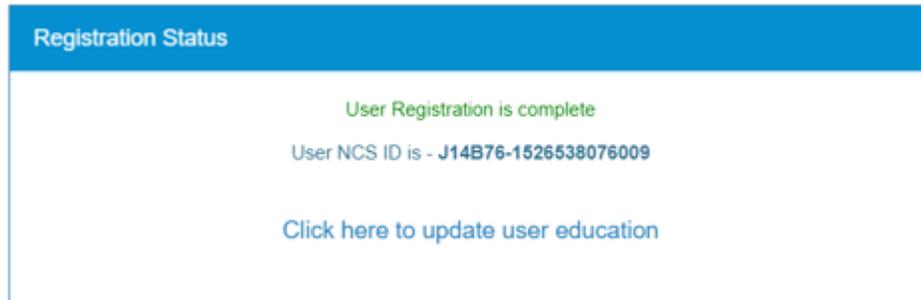
Note: Once the registration process is completed, the education related data entered here is saved to the jobseeker's profile (in the Education & Training tab for an Advanced profile and the default option in the Highest Education Level drop-down list in the Personal Information tab for a Basic profile).

12. Select a state from the drop-down list
13. Select a district from the drop-down list

Note: The options in the State and District drop-down lists will default to that of the career center user but the same can be changed as required.

14. Enter the jobseeker's Email ID
15. Enter the ten digit mobile number for the jobseeker
16. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: "pass@word1".
17. Retype the same password for confirmation
18. Select the username option that would be used by the jobseeker for logging in to the NCS portal

19. Enter job preferences or key skills of the jobseeker (enter multiple skills as required)
20. Enter security code as shown in the displayed image
21. Check the **I agree to terms and conditions** check box. To read the terms and conditions document of the NCS portal, click the **Click Here** link.
22. Click the **Submit** button. The jobseeker's registration is completed successfully.

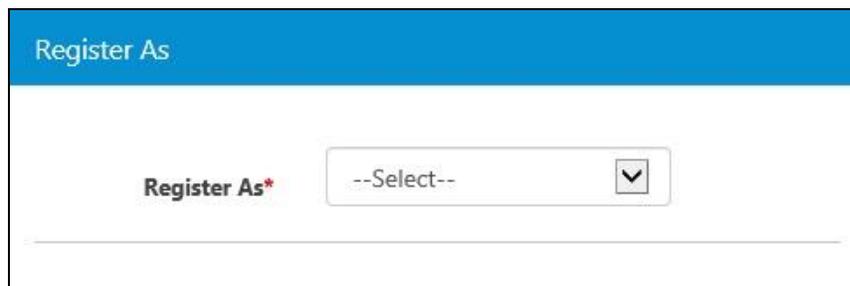


Successful Registration Notification

23. The notification has a link that enables the career center user to update the education details of the newly registered jobseeker.
24. The newly registered jobseeker also receives a SMS that has registration details such as their User Name and Password.

3.2 Employer Registration

1. Click the **Register User** link from the left panel. This displays the **Register As** screen.



Register As Screen

2. Select the Employer option from the **Register As** drop-down list. This displays the **Registration** screen for an employer user.

Registration

Register As* Employer

Organisation Name*

Former Registered Name

Organisation Category* --Select--

Organisation Type* --Select--

Sector* --Select--

Description
Maximum 500 Characters are Allowed in Description.

Registered Office

Address 1*

Address 2

State* --Select--

District* --Select--

Sub-District/Taluka/Tehsil* --Select--

City/Village* --Select--

Pincode*

Phone
Note: Please input area code without leading '0'.

Mobile Number*

Company Email*

Web Site URL

Identity Information

Organisation PAN*

Additional Details --Select--

Year of Incorporation* --Select--

User Details

Person Name*

Contact Number
Note: Please input area code without leading '0'.

Mobile Number*

Email*

Contact Designation*

User ID*

Password* ⓘ

Retype Password*

Miscellaneous

Enter Security Code* 3 K 4 M 6

Type Captcha:

I agree to terms and conditions [click here](#)

Registration Screen

3. Enter Organisation Name
4. Enter Former Registered Name
5. Select Organisation Category (Private Sector or Public Sector)
6. Select the Organisation Type from the drop-down
7. Enter Organisation Type Name (field displays only if Others option has been selected from the Organisation Type drop-down)
8. Select the Sector from the drop-down
9. Enter organization's description
10. Enter the address for the registered office
11. Select a state from the drop-down list
12. Select a district from the drop-down list

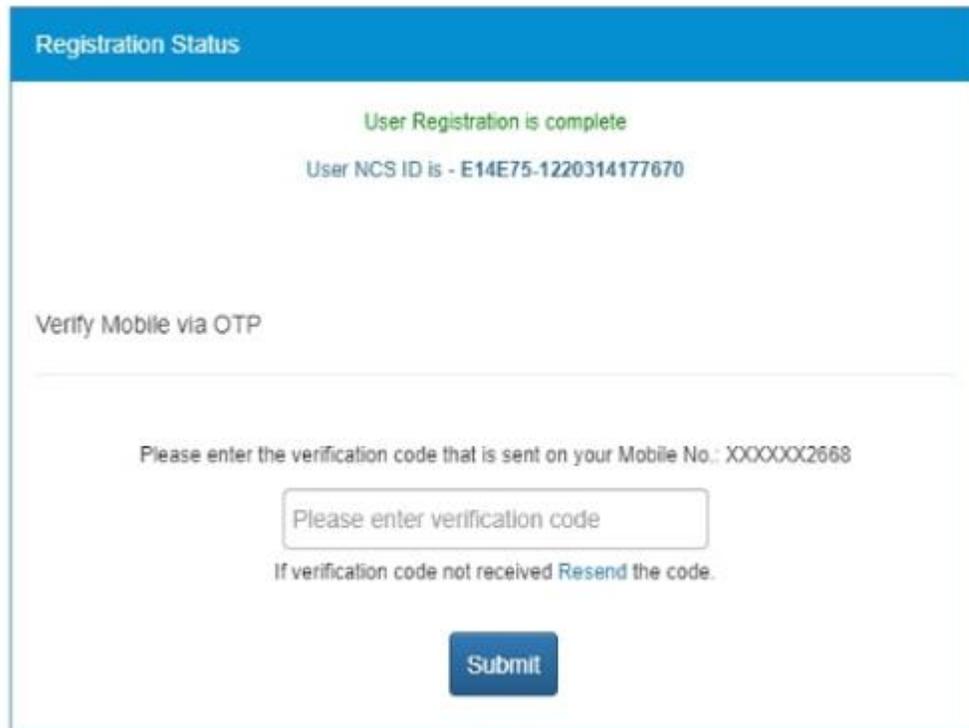
Note: The options in the State and District drop-down lists will default to that of the career center user but the same can be changed as required.

13. Select a sub-district, taluka, or tehsil from the drop-down list
14. Select the name of city or village from the drop-down list
15. Enter the pin code
16. Enter the landline number with area code and extension (if any)
17. Enter the ten digit mobile number
18. Enter the company's Email ID
19. Enter the company's official website address or URL
20. Enter Organisation PAN or Proprietor's PAN (only if the Private Sector organisation type is a Proprietorship)

Note: The registration of an employer can be completed without entering their Organisation PAN at the time of registration. The same can be entered at a later date either by the employer user themselves or by the career center user who registered them.

21. Enter Proprietor's Name (field appears only if Private Sector organisation is a Proprietorship)
22. Select date of birth of the proprietor as in PAN (calendar control displays only if selected Private Sector organisation is a Proprietorship)
23. Select UID type from the Additional Details drop-down
24. Enter Registration Number (field displays once a UID type is selected from the Additional Details drop-down)
25. Select the incorporation year from the drop-down (field only displays for all organisation types except for Proprietorship)
26. Enter name of the contact person (field only displays for all organisation types except for Proprietorship)
27. Enter landline number of the contact person
28. Enter the ten digit mobile number for the contact person
29. Enter the contact person's Email ID
30. Enter designation of the contact person in the organisation
31. Enter User ID and then click the **Check User ID** button to check the availability of the entered ID

32. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: "pass@word1".
33. Retype the same password for confirmation
34. Enter security code as shown in image
35. Check the **I agree to terms and conditions** check box. To read the terms and conditions document of the NCS portal, click the **Click Here** link.
36. Click the **Submit** button. After successful registration the **Registration Status** screen displays and an OTP is sent to the employer's mobile number.



Registration Status Screen

37. Enter the OTP verification code which is received on the registered mobile number

Note: Click the **Resend** link, if the OTP is not received.

38. Click the **Submit** button. The employer's registration is completed successfully.

Note: At this point a registered employer user can log into the NCS portal and if need be they can view and even update their profile on the portal. However, they cannot use any other features or functionality of the NCS portal up until the time their Aadhaar number is verified.

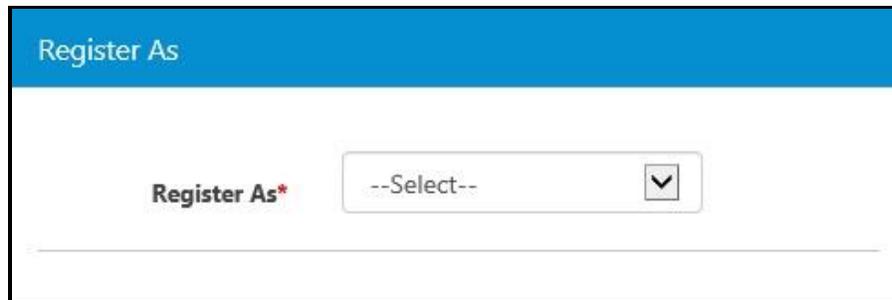


Successful Registration Notification

39. The newly registered employer also receives a SMS that has registration details such as their User Name and Password.

3.3. Local Service Provider Registration

1. Click the **Register User** link from the left panel. This displays the **Register As** screen



Register As Screen

2. Select the Local Services option from the **Register As** drop-down list. This displays the **Registration** screen for a local service provider user.

Registration

Register As* Local Services ▾

Local Services Type* --Select-- ▾

First Name*

Middle Name

Last Name

Gender* Male Female Transgender

Unique Identification(UID) Type* Pan Card ▾

Unique Identification(UID) Number*

Date of Birth* Select from calendar

Guardian/Father's Name*

Highest Education Level* --Select-- ▾

State* --Select-- ▾

Email ID name@example.com

Mobile Number* +91 10 digit Mobile Number

Password* at least 8 characters ⓘ

Retype Password* at least 8 characters

Choose Your Username* --Select-- ▾

Area(s) of Operation* Pin Code Landmark

At least one Area of Operation is required to save the profile.

Days of operation* Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Operating time* From Hours ▾ Minutes ▾
To Hours ▾ Minutes ▾

Enter Security Code* F T N 2 U
Type Capcha:

I agree to terms and conditions [click here](#)

Registration Screen

3. Select the type of local service that would be provided

Note: If the Driver option is selected the registration screen displays an additional field named Register with. This field enables the local service provider to become a driver partner who is associated with the required transportation network).

Note: The selection of the Driver option also causes the Area(s) of Operation field to display as a single field. Here you can only enter required location(s) where the local service provider would operate as per the provided list.

4. Enter the first name of the local service provider
5. Enter the middle name
6. Enter the last name
7. Select the appropriate gender radio button
8. Select the Unique Identification type (PAN card, Aadhaar card or Others) from the drop-down list

Note: Aadhaar card number will be verified through the **Unique Identification Authority of India (UIDAI) service**.

Note: Selecting the Others option enables you to choose any one of the following identification type: Voter's Identity Card, Passport, Driving License, or UAN Number.

9. Enter Unique Identification Number based on the Unique Identification type

Note: Use the **Check** button to see if the entered UID already exists.

10. Select the date of birth of the local service provider
11. Enter guardian or father's name of the local service provider
12. Select the highest education level of the local service provider from the drop-down list
13. Select a state from the drop-down list
14. Select a district from the drop-down list

Note: The options in the State and District drop-down lists will default to that of the career center user but the same can be changed as required.

15. Enter the local service provider's Email ID
16. Enter the ten digit mobile number of the local service provider
17. Enter a password. The password should at least have eight characters, contain at least one alphabet, one number and one special character (@ \$ %) for example: "pass@word1".
18. Retype the same password for confirmation
19. Choose your username from the drop down list (options include: Unique Identification (UID) Number, Email, and NCS ID) for logging into the NCS portal
20. Select the transport network the local service provider wants to register with as a driver partner. This will display a set of questions. Answer these questions by selecting the Yes or No option.

Note: This field only displays if you select the Driver option from the local services type field.

Register with ⓘ

Do you know how to drive?* Yes No

Do you have a commercial license?* Yes No

Do you own a car?* Yes No

Do you want to buy a car?* Yes No

Do you want to drive for someone else?* Yes No

Area(s) of Operation *

Note : Location(s) selected from the list will only be considered.

Note: Once the local service provider’s registration with UBER has been approved, UBER’s logo will be displayed in front of their name on the NCS Portal in search results. For Example:  Mr. Sanjay Sahni.

21. Enter the area of operation (one or more as required) by providing the pin code and landmark details. Use the **Add** button to mention additional areas of operation.

Note: The Area(s) of Operation field displays as a single field if the Driver option is selected from the Local Service Type field.

22. Mention the days of the week you are operational by selecting the required check box
23. Select the time you would be operational using the From and To drop down lists
24. Enter security code as shown in image
25. Click “I Agree to Terms and Condition” check box. To read NCS Portal terms and condition document, click “**Click Here**” link.
26. Click the **Submit** button. The local service provider’s registration is completed successfully.

Registration Status

User Registration is complete

User NCS ID is - L14E75-1242253732149

[Click here to update user education](#)

Successful Registration Notification

27. The notification has a link that enables the career center user to update the education details of the newly registered local service provider.

28. The newly registered local service provider also receives a SMS that has registration details such as their User Name and Password.

4. Search User

This link allows you, as a career centre user, to search for other portal users and counsellors. You can also resend OTPs to candidates for verifying their profiles.

The Search User screen has two tabs namely Organisation and Individual that enables you to search for organisation type users (employers, skill providers, placement organisations, government departments, and career centres) or individual type users (jobseekers, local service providers, and counsellors) as required.

Q Search User

Organisation Individual

Search By Unique ID

--Select-- Registered Unique ID

Search By Other Criteria

Email NCS ID Mobile User Name

Search Reset

Note:
Individual type user includes Jobseeker, LSP and Counsellor
Organisation type user includes Employer, Skill Provider, Placement Organisation, Govt. Organisation and Career Centre

Search User Screen

4.1. Search by Organisation

1. Click the **Search User** link from the left panel. This displays the **Search User** screen.

Q Search User

Organisation Individual

Search By Unique ID

--Select-- Registered Unique ID

Search By Other Criteria

Email NCS ID Mobile User Name

Search Reset

Note:
 Individual type user includes Jobseeker, LSP and Counsellor
 Organisation type user includes Employer, Skill Provider, Placement Organisation, Govt. Organisation and Career Centre

Search User Screen

2. Click the **Organisation** tab to make it the active tab (this is the active tab by default).
3. There are two ways to search for an organisation type user as follows **Search by Unique ID** or **Search by Other Criteria**.

Select an option as follows:

a. **Search by Unique ID**

- i. Select the **Search by Unique ID** radio button
- ii. Next, choose an option from the drop-down list
- iii. Then enter the corresponding ID in the text field

b. **Search by Other Criteria**

- i. Select the **Search by Other Criteria** radio button
- ii. Next, enter data in one or more search fields

4. Click the **Search** button.
5. The search result displays on the screen.

Q Search User

Organisation Individual

Search By Unique ID

--Select-- Registered Unique ID

Search By Other Criteria

Email NCS ID [Redacted] User Name

Search Reset

Note:
Individual type user includes Jobseeker, LSP and Counsellor
Organisation type user includes Employer, Skill Provider, Placement Organisation, Govt. Organisation and Career Centre

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	
1	E15A86-2230023617456	kunal	[Redacted]	Kunal Singh	Yes	Employer	Action ▾

Search Results

- Click the **NCS ID** link to view details of that particular organisation in a pop-up.

4.1.1 Update Profile

- Click the **Action** button of the required organisation type user.

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	
1	E15A86-2230023617456	kunal	[Redacted]	Kunal Singh	Yes	Employer	Action ▾ Update Profile

Action Button Options

- Select the **Update Profile** option. The **Employer Profile** screen displays in a separate browser window.

Employer Profile

NCS ID:

Organisation Name*:
Note: Full Name as provided in Form 43A of PAN Application. Ensure that spellings and full forms entered here are exactly same as in PAN Application.

Former Registered Name:

Organisation Category*:

Organisation Type*:

Sector*:

Description:
Maximum 500 Characters are Allowed in Description.

Registered Office

Address 1*:

Address 2:

State*:

District*:

Sub-District/Taluka/Tehsi*:

City/Village*:

Pincode*:

Phone:
Note: Please input area code without leading 0.

Mobile Number*:

Company Email*:

WebSite URL:

Identity Information

Organisation PAN: Pending Verification

Additional Details:

Year of Incorporation:
Note: Year as provided in Form 43A of PAN Application.

User Details

Person Name*:

Contact Number:
Note: Please input area code without leading 0.

Mobile Number*:

Email*:

Contact Designation*:

Employer Profile Screen

3. Make the required changes to the profile.
4. Click the **Update** button.

4.2 Search by Individual

1. Click the **Search User** link from the left panel. This displays the **Search User** screen.

Q Search User

Organisation Individual

Search By Unique ID

--Select-- Registered Unique ID

Search By Other Criteria

Email NCS ID Mobile User Name

Search Reset

Note:
Individual type user includes Jobseeker, LSP and Counsellor
Organisation type user includes Employer, Skill Provider, Placement Organisation, Govt. Organisation and Career Centre

Search User Screen

2. Click the **Individual** tab to make it the active tab (this is not the active tab by default).
3. There are two ways to search for an individual type user as follows **Search by Unique ID** or **Search by Other Criteria**.

Select an option as follows:

- a. **Search by Unique ID**
 - i. Select the **Search by Unique ID** radio button
 - ii. Next, choose an option from the drop-down list
 - iii. Then enter the corresponding ID in the text field
 - b. **Search by Other Criteria**
 - i. Select the **Search by Other Criteria** radio button
 - ii. Next, enter data in one or more search fields
4. Click the **Search** button.
 5. The search result displays on the screen.

Q Search User

Organisation Individual

Search By Unique ID

--Select-- Registered Unique ID

Search By Other Criteria

NCS ID Mobile User Name

Note:
 Individual type user includes Jobseeker, LSP and Counsellor
 Organisation type user includes Employer, Skill Provider, Placement Organisation, Govt. Organisation and Career Centre

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	
1	J12C65-1110254484078	[REDACTED]	[REDACTED]	Arti Gupta	Yes	Jobseeker	<input type="button" value="Action"/>

Search Results

- Click the **NCS ID** link of an individual type user. This displays the **Candidate Profile** screen for that particular user in a separate browser window.

4.2.1 View Profile

- Click the **Action** button of the required individual type user.

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	
1	J12C65-1110254484078	[REDACTED]	[REDACTED]	Arti Gupta	Yes	Jobseeker	<input type="button" value="Action"/> <ul style="list-style-type: none"> View Profile Update Profile Search Counsellor Resend OTP

Action Button Options

- Select the **View Profile** option. The **Candidate Profile** screen displays in a separate browser window.

Candidate Profile

Personal Information

First Name: JH
 Middle Name: [Blank]
 Last Name: Smith
 Year BSCED in: JGCE in CE-6/6-12
 Date of Birth: 01/15/1990
 Gender: Female
 Email ID: jsmith@jgce.edu
 Mobile Number: 0123456789
 Worker Status: None
 Search Name: [Blank]
 Guardian/Parent's Name: None
 Mother's Name: [Blank]
 Religion: Christian
 Category: Other

Single Identification

State: [Blank]
 License Card: 1234567890
 Verification Status: [Blank]

Miscellaneous

Emergency Status: Emergency
 Primary Language: Other Language English
 Are you a Government Service User? No
 Are you an HR Recruitment? No

Physical Attributes

Height in cm: [Blank]
 Weight in kg: [Blank]
 Chest in cm: [Blank]
 Blood Group: [Blank]
 Eye Sight: [Blank]
 Are you differently abled (PwD)? No
 Do you have a disability? No

Current Address

Address 1: [Blank]
 Address 2: [Blank]
 Address 3: [Blank]
 State: Michigan
 City/Township: [Blank]
 Sub-City/Town/Village: [Blank]
 Zip/Code: [Blank]
 Pincode: [Blank]

Permanent Address

Address 1: [Blank]
 Address 2: [Blank]
 Address 3: [Blank]
 State: [Blank]
 City/Township: [Blank]
 Sub-City/Town/Village: [Blank]
 Zip/Code: [Blank]
 Pincode: [Blank]

My Submissions

Person Name	Email	Designation	Organization	Mobile Number
[Blank]	[Blank]	[Blank]	[Blank]	[Blank]

Preferences

Subscribe to newsletters: Yes

Experiences

Years/Weeks of experience: 12 years/10 months
 Last experience updated: 10/10/2019

Other Details

Available to work in job: Yes
 Available for job: No
 Current and Salary: F
 Current Salary Structure: [Blank]
 Current Salary Structure Type: [Blank]
 Current Employee Registration No: [Blank]
 Current Government: [Blank]
 University/Institution: [Blank]

Employment History

Index	Employee Name	Designation	Experience	Is Current Job
[Blank]	[Blank]	[Blank]	[Blank]	[Blank]

Education & Training Details

Education History

Education & Training	Specialization/Stream	Board/University	Year of Training	Medium of Education	Notes of Course
[Blank]	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]

Other Qualifications / Trainings / Courses

Other Skills	Experience	Proficiency
[Blank]	[Blank]	[Blank]

Download Profile

Candidate Profile Screen

3. Click the **Download Profile** button. The displayed profile is downloaded in PDF format.

4.2.2 Update Profile

1. Click the **Action** button of the required individual type user.

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	
1	J12C65-1110254484078	[REDACTED]	[REDACTED]	Arli Gupta	Yes	Jobseeker	Action ▾ View Profile Update Profile Search Counsellor Resend OTP

Action Button Options

2. Select the **Update Profile** option. The **Personal Information** screen displays in a separate browser window.

Experience
Education & Training
Personal Info
Communication
My References

Save
Cancel

Personal Information

First Name *

Middle Name

Last Name

Gender * Male Female Transgender

Date of Birth * 📅

Email ID

Marital Status *

Guardian/Father's Name *

Religion *

Upload your CV 📄 Disabled



Select image

Your NCS ID is : J12C65-1110254484078

Mobile Number * +91

Spouse's Name

Mother's Name

Category *

Type	Number	Name as on UID	DigiLocker Document	Verification Status
Aadhar Card	XXXXXXXX9965	Arli Gupta	📄 Disabled	Edit

+ Add More

Physical Attributes

Are you Differently abled (PwD)? No Yes

Miscellaneous

Employment Status *

Primary Language *

Are you a Government Services Retiree?

Are you an Ex-Serviceman?

Save
Cancel

Personal Information Screen

3. Make the required changes to the profile.
4. Click the **Save** button.

4.2.3 Search Counsellor

As a career centre user, you can book an appointment for a candidate with a counsellor using this particular option.

1. Click the **Action** button of the required individual type user.

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	
1	J12C65-1110254484078	[REDACTED]	[REDACTED]	Aarti Gupta	Yes	Jobseeker	Action ▾ View Profile Update Profile Search Counsellor Resend OTP

Action Button Options

2. Select the **Search Counsellor** option. The **Counsellor Calendar** screen displays in a separate browser window.

Legend: ● Slots Available ● Available on Cancellation ● Slots Not Available ● Not Scheduled

Counsellor Name	13 Apr	14 Apr	15 Apr	16 Apr	17 Apr	18 Apr	19 Apr
Gayatri	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Neelam	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
stageseven	Mon 0	Tue 0	Wed 0	Thu 2000	Fri 0	Sat 2121	Sun 2000
stagecouns	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Sadhguru Sham	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
sahara shah	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
OTPverification Sharma	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Abhishek D	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Aditi Gupta	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
anubhav	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0

Counsellor Calendar Screen

3. Select the type of counsellor service from the drop-down, enter the location (city or state) in the field, and then click the **Search** button.

Counsellor Calendar

Career Counselling

Note:

- For All India location do not select anything.
- Multiple locations can also be selected.

Counsellor Search

The calendar displays search results of available counselling appointments.

Legend: Seats Available Available on Cancellation Seats Not Available Not Scheduled

Counsellor Calendar

Career Counselling

Note:

- For All India location do not select anything.
- Multiple locations can also be selected.

← Previous Week 13 Apr 2020 - 19 Apr 2020 Next Week →

Counsellor Name	13 Apr	14 Apr	15 Apr	16 Apr	17 Apr	18 Apr	19 Apr
Gayathri	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Noelam	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
stageeleven	Mon 0	Tue 0	Wed 0	Thu 2000	Fri 0	Sat 2121	Sun 2000
stapcouns	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Sadhguru Sham	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
sahara shah	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
OTPVerification Sharma	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Abhishek D	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
Aditi Gupta	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0
anubhav	Mon 0	Tue 0	Wed 0	Thu 0	Fri 0	Sat 0	Sun 0

1 2

Counselling Appointments

4. Click the **Counsellor Name** link to view details of that counsellor in the **Counsellor** pop-up.

Counsellor
✕

Counsellor Details

Counsellor Name	stageeleven
Services	Career Counselling, Vocational Guidance
Mobile Number	9999736716
Email ID	stageeleven@gmail.com

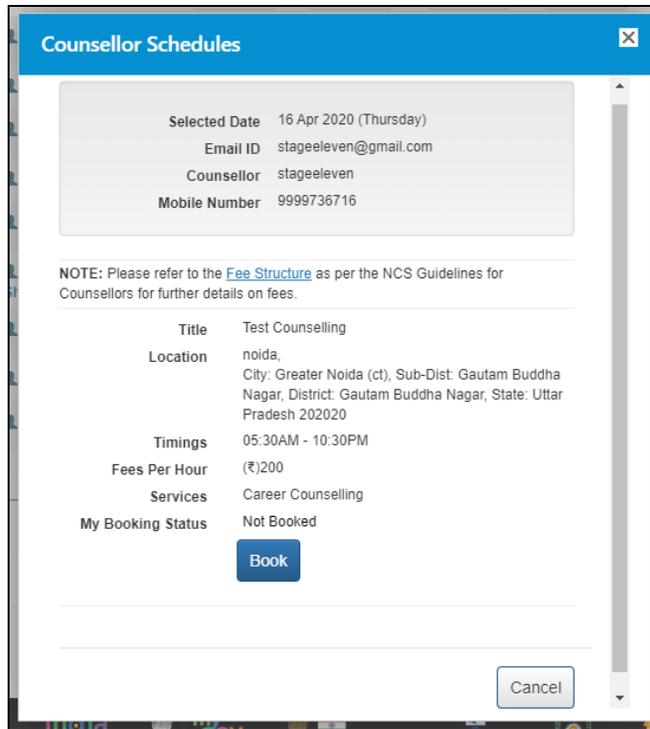
Education History

Education & Training	Specialization/Major	Board/University	Year of Passing	Medium of Education
B.Agri. (Bachelor of Agriculture)	Agriculture	sa	2016	Gujarati
B.C.A. (Bachelor of Computer Application)	Computer	sa	2016	Hindi

Version: 4.0 - Released on 03/03/2020

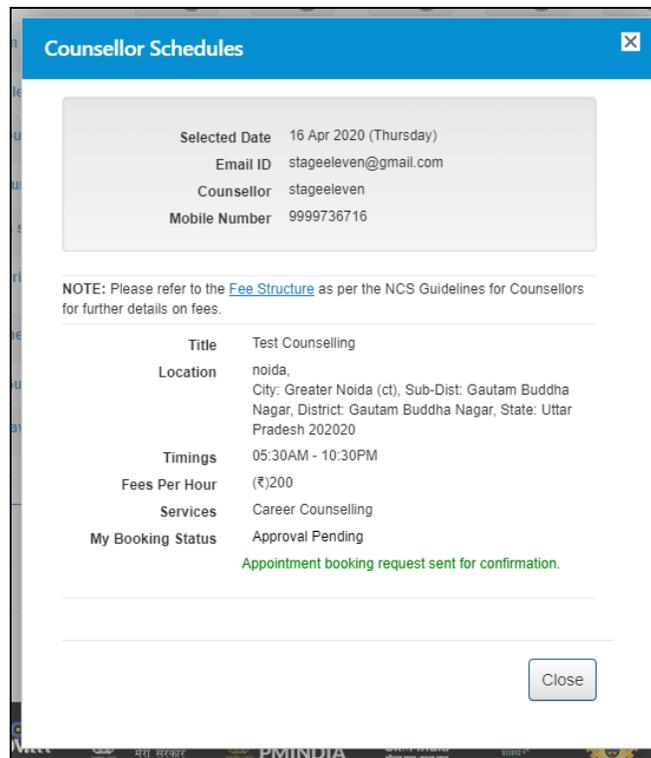
Counsellor Pop-Up

5. Click the Green icon on the calendar to book a counselling appointment for the individual type user. This displays the **Counsellor Schedules** pop-up.



Counsellor Schedules Pop-Up

- Click the **Book** button to book an appointment with the selected counsellor.



Appointment Booking Notification

4.2.4 Resend OTP

This option allows you to resend an OTP to candidates for verifying their NCS profile.

1. Click the **Action** button of the required individual type user.

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	
1	J12C65-1110254484078	[REDACTED]	[REDACTED]	Arti Gupta	Yes	Jobseeker	Action ▾ View Profile Update Profile Search Counsellor Resend OTP

Action Button Options

2. Select the **Resend OTP** option. An OTP is send to the registered mobile number of the concerned NCS user.

New OTP has been generated and sent to registered mobile number.

Sr. No.	NCS ID	User Name	Contact Number	Name	Is Active	Stakeholder Type	
1	J12C65-1110254484078	[REDACTED]	[REDACTED]	Arti Gupta	Yes	Jobseeker	Action ▾

OTP Send Notification

5. Feedback on Local Services

This link allows you to give your feedback to local service providers on the quality of their service.

1. Click the **Feedback on Local Services** link from the left panel. The **Feedback on Local Services** screen displays.

Feedback on Local Services				
Request Number	<input type="text"/>			
Date of Request between	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				<input type="button" value="Search"/>
Request #	Request Date	Type of Service	Providers	Feedback
2FD1EB1C2FBE41B5	3-Mar-2015	CARPENTER	RAHUL TYAGI	Feedback Given
60FE46BCE86B48C5	4-Mar-2015	CARPENTER	RAHUL TYAGI	Give Feedback
9B3E9E232C1545FB	4-Mar-2015	CARPENTER	Shyam Kumar Gupta	Give Feedback

Feedback on Local Services Screen

2. Click the **Give Feedback** link corresponding to a request. The **Feedback Form** pop-up displays.

Feedback Form

Request # 60FE46BCE86B48C5

Service Requested on 4/3/2015

Date Service Availed on*

Date Service Availed end*

Service Availed from RAHUL TYAGI

Availed

Close Submit

Feedback Form Pop-up

3. Select the service availed start and end date from the corresponding calendar
4. Check the Availed check box to enable additional feedback options

Feedback Form

Request # 24032015024E10A6

Service Requested on 24/3/2015 12:00:00 AM

Date Service Availed on* 23/02/2015

Date Service Availed end* 10/03/2015

Service Availed from Diwan Bisht

Availed

Very Satisfied
 Satisfied
 Average
 Below Average
 Unsatisfied
 Very Unsatisfied

Close Submit

Service Availed Feedback Options

5. Select the appropriate radio button
6. Click the **Submit** button

6. User Management

This link allows you, as the career center user, to view list of existing candidates, manage users, and their roles.

6.1 Add Organisation Member

This feature allows you to add a new organisation member to the portal. Using this feature you can add the following types of members: career center admin, member, and campaign member.

1. Click the **User Management** link from the left panel. This displays the **User Management** screen.

User Management ?

---Select Roles---

NCS ID

User Name

10 digit Mobile Number

name@example.com

Search

Reset

Add User

Total No. of records :1

NCS ID	User Name	Display Name	Account Lock status	Mobile	Email	Member Type			
C10D68-1343291492869	NCS.AN.AN.CC	S P MEENA	No	9531956390	NCS.AN.AN.CC@gov.in	PM	Primary Member Request	Manage User	Manage Role

Page 1 of 1

User Management Screen

2. Click the **Add User** button. The **Add Organisation Member** screen displays.

Add Organization Member

Name*

Designation*

Email*

Mobile*

Phone

User Role:*

User ID *

Password*

Retype Password*

Add Organisation Member Screen

3. Enter the user name, which is already registered in active directory
4. Select user role from the drop-down list
5. Click the **Submit** button to add a new user

6.2 Manage User

This link allows you to activate or deactivate a user and even reset their password.

1. Click the **User Management** link from the left panel. This displays the **User Management** screen.

Home	Jobseeker	Employer	Local Services	Career Center	Counsellor	Skill Provider	Placement Organisation	Reports
Career Center Home	<div style="border: 1px solid #ccc; padding: 10px;"> <p>User Management <input type="button" value="i"/></p> <p><input type="text" value="--Select All--"/> <input type="text" value="NCS ID"/> <input type="text" value="User Name"/></p> <p><input type="text" value="10 digit number"/> <input type="text" value="name@example.com"/> <input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Add User"/></p> </div>							
View/Update Profile								
Register User								
Search Candidate								
Feedback on Local Services								
User Management								
My Discussions								
My Documents								
Job Fair								

User Management Screen

2. Select the role from the drop-down list

3. Click the **Search** button. The search result is populated in the **User Management** screen.

NCS ID	User Name	Display Name	Account Lock status	Mobile	Email
C10G61-1558222426963	dgeticcadmin	CCAdmin	No		

User Management Screen

4. Click the **Manage User** link corresponding to the user's NCS ID. This displays the **Manage User** screen with the details of that particular user.

Name	RAKESH	Last Login Detail	06/07/2015 15:19:08 PM
Created On	06/07/2015 15:18:04 PM	Account Lock status	No
Active	Yes		

Manage User Screen

Click the **Reset Password** button, if you wish to reset the password. A new password is generated and sent to the registered Email ID and mobile number of the concerned NCS user.

Click the **Deactivate** button, if you wish to deactivate the user. User is deactivated successfully and the **Deactivate** button changes to **Activate**.

Click the **Activate** button to reactivate the deactivated user. User is activated successfully and **Activate** button changes to **Deactivate**.

7. Announcements

This link allows you, as a career center user to review documents that have been uploaded on the NCS portal.

1. Click the **Announcements** link from the left panel. This displays the **Documents** screen.

FileName	File Size	File Type	Created On
NCS_Interlinking_Final_Scheme_Guidelines_-24.05.2016.pdf	308.05 KB	PDF (Portable Document Format)	5/26/2016 1:51 PM

Documents Screen

8. Grievance/Feedback

This link allows you, as a representative of your career center, to post any feedback, grievance, query, or request regarding the NCS portal.

The screenshot shows the Career Center page with a navigation menu at the top. The 'Career Center' menu item is highlighted. On the left, there is a sidebar with various options like 'View/Update Profile', 'Register User', etc. The main content area displays 'Job Fairs/event Module Steps' with a list of instructions for accessing the Job Fair Module. At the bottom, the footer contains several links, with 'Grievance / Feedback' highlighted with a red box.

Grievance/Feedback Link

1. Click the **Grievances/Feedback** link from the footer section of the screen. The **Grievance/Feedback** screen displays.

Grievance Feedback

Name *

Email ID *

Mobile Number *

State * --Select-- ▼

District * --Select-- ▼

Case Type: * --Select-- ▼

Stakeholder *

Case Category* --Select-- ▼ ⓘ

Case Sub Category* --Select-- ▼ ⓘ

Description *

Enter Security Code *

Type Captcha: ⓘ

Grievance/Feedback Screen

2. Enter your name
3. Enter your Email ID
4. Enter your mobile number
5. Select a state from the drop-down list
6. Select a district from the drop-down list
7. Select type of case from the drop-down list
8. Stakeholder (displays your profile type - this field cannot be edited)
9. Select case category from the drop-down list
10. Select sub category of the case from the drop-down list
11. Enter the description for the case
12. Review the security image and enter the displayed text
13. Click the **Submit** button

14. Click the Help tool tip to know about Case Category and Case Sub Category types

Stakeholder *

Case Category *

Case Sub Category *

Help

Please select Case Category.

Help Tool Tip

9. Cases

This link allows you, to review the status of registered cases. Using the **Give Feedback** link you can provide your feedback on resolved or closed cases, registered with the NCS call center.

Cases								
Case ID	Case Category	Case Subcategory	Description	Registration Date	Status	Resolved Date	Resolution	Feedback
CAS-118044-B0P2M2	Unable to find data	Unable to Search Jobs	asdfsafsa	22-April-2016	Resolved	03-May-2016	Resolve	Give Feedback

Cases Screen

Once you click the **Give Feedback** link, the **Feedback** pop-up displays with Cancel and Submit buttons. Enter the feedback and click the **Submit** button.

Feedback

Feedback*

Good, feedback

Maximum 500 Characters are Allowed in Description.

Cancel Submit

Feedback Pop-up

10. Change Password

The link “Change Password” is provided in the “Sign-out” menu and this allows user to change password for the NCS portal.



1. The link “Change Password” is provided in the “Sign-out” menu and this allows user to change password for the NCS portal.

Change Password Screen

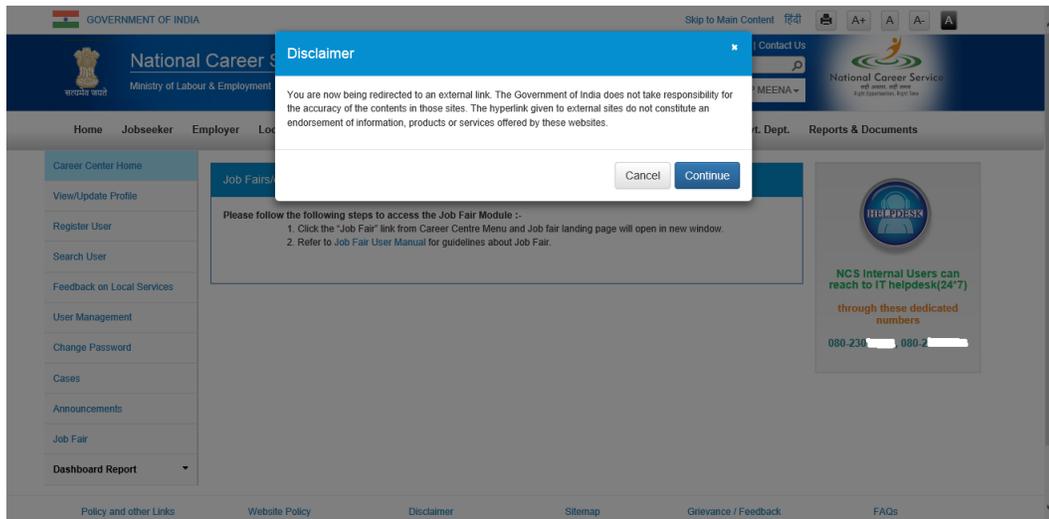
2. Enter old password
3. Enter a password with the following criteria- It should be minimum 8 character containing at least one alphabet, one number, one special character (@\$%) for e.g. pass@word1
4. Retype the same password for confirmation
5. Enter Security Code as shown in figure
6. Click on **Change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

11. Job Fair

This link allows you to manage job fairs using the CRM application.

11.1 Access the Microsoft Dynamic CRM Application

1. Click the **Job Fair** link from the left panel. This displays the **Disclaimer** pop-up.



Disclaimer Pop-up

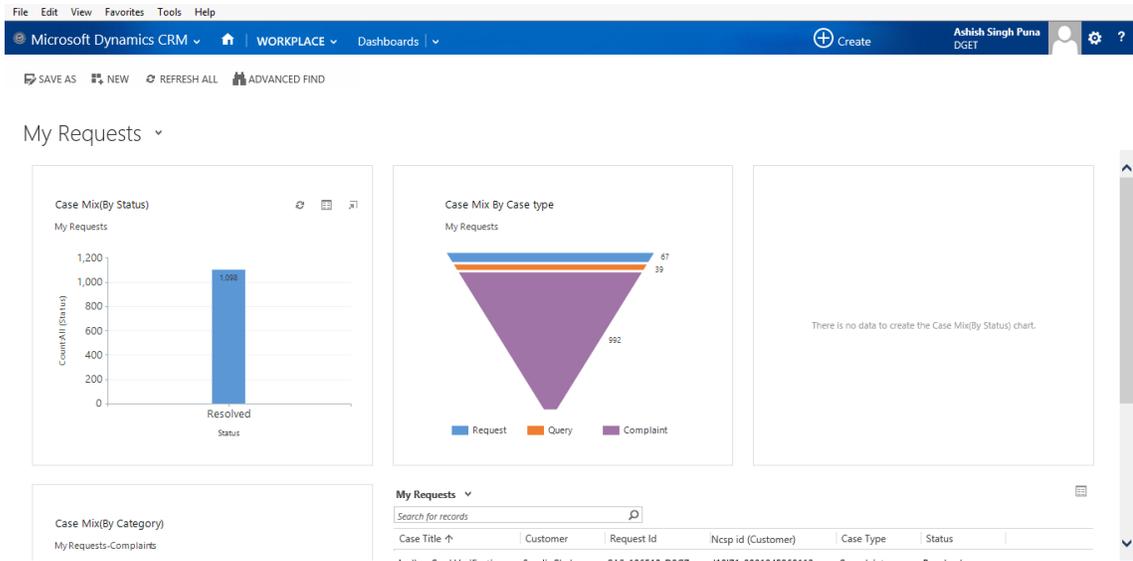
2. Click the **Continue** button to display the CRM **Login** screen.



Login Screen

3. Enter your user name
4. Enter your password
5. Click the **OK** button. The Microsoft Dynamics CRM application displays.

In the CRM application, you can manage and create job fairs.



Microsoft Dynamics CRM Application

11.2 Create a Job Fair in Microsoft Dynamic CRM

1. Click **Microsoft Dynamics CRM > Job Fair Management > Job Fairs** to access the **Job Fairs** menu.

Job Fair Code	Job Fair Name	Status Reason	Created On
CMP-01353-N9...	JF29AUG	Proposed	8/29/2017 1:58 ...
CMP-01352-L9J...	Morning Job Fair Morning Job Fair Morning Job Fair Morn...	Proposed	8/29/2017 9:51 ...
CMP-01351-K8...	JF28AUG	Proposed	8/28/2017 2:46 ...
CMP-01349-D7...	lucknow job fair lucknow job fair lucknow job fair lucknow...	Proposed	8/28/2017 2:39 ...
CMP-01348-X0B...	lucknow job fair lucknow job fair lucknow job fair lucknow...	Proposed	8/28/2017 2:37 ...
CMP-01345-W7...	my job fair 28 Aug 2017	Proposed	8/28/2017 1:23 ...
CMP-01334-D5...	23 JULYI@#\$%^&*^(at 21JulyVivek & Te)_{+& at 21JulyVive...	Launched	7/21/2017 3:09 ...
CMP-01332-R8...	Job fair for 19 July 2017	Launched	7/19/2017 3:14 ...
CMP-01330-W8...	new job fairnew job fairnew job fairnew job fairnew job fa...	Launched	7/10/2017 11:25...
CMP-01329-TeJ...	JOB FAIR WITH MAXIMUM LIMITJOB FAIR WITH MAXIMU...	Launched	7/10/2017 4:35 ...
CMP-01328-MS...	213 My Job Fair	Launched	7/10/2017 4:22 ...
CMP-01325-L0L...	PriyamvadaPriyamvadaPriyamvadaPriyamvadaPriyamvada...	Launched	7/10/2017 2:58 ...
CMP-01323-Z2P...	MaximumMaximumMaximumMaximumMaximumMaximu...	Launched	7/10/2017 2:48 ...
CMP-01322-S8S...	Weekend Job Fair	Launched	7/6/2017 10:16 ...
CMP-01321-F1J...	Test JobFair Saturday&Test JobFair Saturday&Test JobFair ...	Launched	7/8/2017 9:32 PM

Job Fair Menu

2. Click **Job Fair Management > Job Fairs** to access existing job fairs. Click the particular job fair item to see its corresponding information.

Microsoft Dynamics CRM | JOB FAIR MANAGE... | Job Fairs | JF28AUG | Create

INVITE EMPLOYERS/PO'S | DEACTIVATE | COPY AS CAMPAIGN | COPY AS TEMPLATE | ASSIGN | SHARE | EMAIL A LINK

JOB FAIR : INFORMATION
JF28AUG

Title: JF28AUG | Campaign Code: CMP-01351-

General

Campaign Details

Job Fair Name: JF28AUG | Status: Proposed
Job Fair Code: CMP-01351-K8D9C3

Venue Details

Venue: Maximum 500 Characters are Allowed in Venue.
State: MADHYA PRADESH
District: Harda
Sub District: Handiya
City: BHARTAR

Schedule

Registration Start Date: 8/28/2017 2:48 PM | Registration End Date: 8/28/2017 2:54 PM
Active

Job Fair Information

A job fair can have the following status:

- Proposed- Default status of a job fair. This job fair is not yet published on the NCS portal.
- Launched- Denotes that the job fair is now launched. Once launched, the job fair is visible to the jobseeker on the NCS portal.
- Completed- Denotes that the job fair has been completed.
- Cancelled- Denotes that the job fair has been cancelled.

Note: Only a job fair that has been launched on the NCS portal and goes past its end date (and time) can attain the **Completed** status.

3. Click the **+Create Job Fair** link to create a new job fair

Microsoft Dynamics CRM | JOB FAIR MANAGE... | Job Fairs | Create

+ CREATE JOB FAIR | EMAIL A LINK | RUN REPORT | EXPORT TO EXCEL | ADVANCED FIND | CHART PANE

All Job Fairs

Job Fair Code	Job Fair Name	Status Reason	Created On
CMP-01353-N9...	JF29AUG	Proposed	8/29/2017 1:58 ...
CMP-01352-L9J...	Morning Job Fair Morning Job Fair Morning Job Fair Morn...	Proposed	8/29/2017 9:51 ...
CMP-01351-K8...	JF28AUG	Proposed	8/28/2017 2:46 ...
CMP-01349-D7...	lucknow job fair lucknow job fair lucknow job fair lucknow...	Proposed	8/28/2017 2:39 ...
CMP-01348-X08...	lucknow job fair lucknow job fair lucknow job fair lucknow...	Proposed	8/28/2017 2:37 ...
CMP-01345-W7...	my job fair 28 Aug 2017	Proposed	8/28/2017 1:23 ...
CMP-01334-D5...	23 JULY@#5%*&*(at 21JulyVivek & Te)_+& at 21JulyVive...	Launched	7/21/2017 3:09 ...
CMP-01332-R8...	Job fair for 19 July 2017	Launched	7/19/2017 3:14 ...
CMP-01330-W8...	new job fairnew job fairnew job fairnew job fairnew job fa...	Launched	7/10/2017 11:25...
CMP-01329-T6J...	JOB FAIR WITH MAXIMUM LIMITJOB FAIR WITH MAXIMU...	Launched	7/10/2017 4:35 ...
CMP-01328-M5...	213 My Job Fair	Launched	7/10/2017 4:22 ...
CMP-01325-L0L...	PriyamvadaPriyamvadaPriyamvadaPriyamvadaPriyamvada...	Launched	7/10/2017 2:58 ...
CMP-01323-Z2P...	MaximumMaximumMaximumMaximumMaximumMaximum...	Launched	7/10/2017 2:48 ...
CMP-01322-S8S...	Weekend Job Fair	Launched	7/8/2017 10:16 ...
CMP-01321-F1J...	Test JobFair Saturday&Test JobFair Saturday&Test JobFair ...	Launched	7/8/2017 9:32 PM

1 - 50 of 51 (0 selected) | Page 1

+Create Job Fair Link

4. The **Create Job Fair** screen displays

Job Fair Title as displayed on Portal Calendar: Test Job fair D at Arunachal Pradesh, Lower Dibang Valley from 17th Dec'18 to 19th Dec'18.

Job Fair Name *	<input type="text" value="Test Job fair D"/> <small>Maximum 15 Characters are allowed in Job Fair Name.</small>	Status	Launched ▼ <small>Proposed means it will be in draft state in CRM and Launched means it will reflect in calendar in NCS portal.</small>
Venue Details			
Details of Venue *	<input type="text" value="This Job fair is for testing Purpose, Please ignore the details mentioned in the job fair."/> <small>Maximum 500 Characters are Allowed in Venue.</small>	State *	Arunachal Pradesh ▼
		District *	Lower Dibang Valley ▼
		Sub District	Lower Dibang Valley ▼
		City	Select ▼
Employer Details			
Participating Employers Name *	<input type="text" value="Emp 4
Emp 5"/> <small>Please enter Participating Employer names, each from new line. Maximum 1000 Characters are Allowed.</small>		
Schedule			
Registration Start Date/Time *	13/12/2018 [calendar] 12:40	Registration End Date/Time *	15/12/2018 [calendar] 11:00
Job Fair Start Date/Time *	17/12/2018 [calendar] 11:00	Job Fair End Date/Time *	19/12/2018 [calendar] 09:00

Create Job Fair Screen

5. Enter relevant details of the job fair.

Note: The title (15 characters maximum) for the job fair you enter here displays at the top of the Create Job Fair screen in a specific format. Once the job fair is posted to the portal, the title of the same displays on the portal calendar for NCS users.

Note: Select the **Launched** option from the Status drop-down list if you want the job fair to be posted immediately on the NCS portal as it is created.

6. Click the **Submit** button

7. A pop-up message displays notifying you that the Job Fair has been created successfully. The pop-up also displays the job fair ID for reference.

Job Fair Title as displayed on Portal 172.16.3.16:85 says

Registration Start Date/Time * 13/12/2018

Job Fair Start Date/Time * 16/12/2018

Following Job fair Title would be displayed on Portal Calendar:
 "Test Job fair D at Arunachal Pradesh, Lower Dibang Valley from 16th Dec'18 to 19th Dec'18"

15/12/2018 11 00

19/12/2018 09 00

OK Cancel

Organization

Organization Type Central Government, Central PSU

Industry

Industry Type 2 selected

Description

Kindly provide the following information in the job fair description, which will help attract the right talent and ensure success of the job fair:

1. Number of expected companies
2. List of prominent companies expected
3. Companies from which sector are expected to have maximum presence
4. Number of expected vacancies
5. Number of expected job-seekers

Description Test Job Fair

Maximum 500 Characters are Allowed in Description.

Confirmation Notification

8. Click Ok. Another pop-up displays.

172.16.3.16:85 says

Job Fair "Test Job fair D" posted successfully and Job Fair ID is "CMP-01575-X3G7W8"

OK

JOB FAIR : INFORMATION

Create Job Fair

General

Campaign Details

Job Fair Name *

Maximum 15 Characters are allowed in Job Fair Name.

Status Proposed

Proposed means it will be in draft state in CRM and Launched means it will reflect in calendar in NCS portal.

Venue Details

Details of Venue *

Maximum 500 Characters are Allowed in Venue.

State * Select

District * Select

Sub District Select

City Select

Successful Job Fair Creation Notification

9. Click Ok. The details of the newly created job fair display.

National Career Services Portal | JOB FAIR MANAGE... | Job Fairs | Test Job fair D | Create | Demouserid2 DGET

SAVE | SAVE & CLOSE | INVITE EMPLOYERS/PO'S | DEACTIVATE | DELETE | COPY AS CAMPAIGN | COPY AS TEMPLATE

JOB FAIR : INFORMATION

Test Job fair D

Title: Test Job fair | Campaign Code: CMP-01575

General

Campaign Details

Job Fair Name *	Test Job fair D	Status	Launched
Title as displayed on Portal Calendar	Test Job fair D at Arunachal Pradesh, Lower Dibang Valley from 16th Dec'18 to 19th Dec'18		
Job Fair Code	CMP-01575-X3G7W8		

Venue Details

Venue *	This Job fair is for testing Purpose. Please ignore the details mentioned in the job fair.		
State *	Arunachal Pradesh		
District *	Lower Dibang Valley		
Sub District	Lower Dibang Valley		
City	..		

Schedule

Registration Start Date *	12/13/2018 12:40 PM	Registration End Date *	12/15/2018 11:00 AM
Job Fair Start Date *	12/16/2018 11:00 AM	Job Fair End Date *	12/19/2018 9:00 AM

Job Fair Information

10. Make relevant changes to the job fair as required and then click **Save**.

Note: In case the selected Status option is **Launched**, any changes you make to the job fair details here in the CRM are directly applied to the job fair posted on the NCS portal. However, if the **Proposed** option (default option) has been selected from the Status drop-down list, your changes are only updated on the CRM itself. Select the **Launched** option from the **Status**, drop-down list to post the job fair on the NCS portal if you have not done so earlier.

Details will be submitted automatically before the Job Fair starts.

Email Address *	..	About the event *	Job Fair
Organising Entities *	..	Number of Expected Vacancies *	..
Name of participating employers *	..	Number of Expected Jobseekers *	..
Any other remarks/comments	..	Number of Expected Employers *	..

Post Job Fair details

Job fair details are submitted automatically 10 days after the end date of that fair. But, fields "Number of candidates given provisional offer letter" and "Number of candidates finally selected" are editable till 30 days from job fair end date.

Email Address *	..	About the Event *	Job Fair
Organising Entities *	..	Number of Employers Participated *	..
Number of Vacancies *	..	Number of candidates finally selected *	..

Active

Job Fair Information (Detailed View)

11.3 Add Pre and Post Job Fair Details

The Job Fair Details section of the Job Fair Information screen enables you to enter relevant facts pertaining to the job fair both before (pre job fair details) and after (post job fair details) the fair has taken place. As soon as you create a new job fair, the Pre Job Fair Details sub section becomes

enabled for information entry. Meanwhile the fields in the Post Job Fair Details sub section remain uneditable up until the job fair is over (after that particular job fair has gone past its end date and time).

Note: The Pre Job Fair Details sub section is available for information entry for jobs either having the default **Proposed** status or the **Launched** status. The Pre Job Fair Details sub section becomes uneditable once the job fair begins (as per defined job fair start date and time).

11.3.1 Pre Job Fair Details

Particulars of the job fair you create can be entered in the Pre Job Fair Details sub section of the Job Fair Information screen. This particular section has certain mandatory fields where appropriate details need to be added: **Email Address**, **Organising Entities**, and **Name of participating employers** (If more than 5 names of participating employers are added here only then those names will display in the job fair details pop-up for the candidate when they click the corresponding job fair.).

Although the **About the event** field is a mandatory field, it is automatically populated with the value “Job Fair”. Other mandatory fields in this particular section include: **Number of Expected Vacancies**, **Number of Expected Jobseekers**, and **Number of Expected Employers**. Enter the expected numbers in each of these three fields.

The **Any other remarks/comments**, is the only non-mandatory field of the Pre Job Fair Details section. Use this field to enter any remarks or comments about the job fair you are creating.

Job Fair Details

Pre Job Fair details

Details will be submitted automatically before the Job Fair starts.

Email Address * --

Organising Entities * --

Name of participating employers * --

Any other remarks/comments --

About the event * Job Fair

Number of Expected Vacancies * --

Number of Expected Jobseekers * --

Number of Expected Employers * --

Pre Job Fair Details

Note: The system sends an email notification to the job fair owner, two days before that particular job fair’s start date informing them about the forthcoming start of the said job fair.

11.3.2 Post Job Fair Details

You are only allowed to enter details in the Post Job Fair Details sub section of the Job Fair Information screen within the next 10 days after the end date of a job fair. After this period, fields in this section become uneditable. However, two fields: “No. of candidates given provisional offer letter” and “Number of candidates finally selected” remain editable up until 30 days from the job fair end date.

Post Job Fair details

Job fair details are submitted automatically 10 days after the end date of that fair. But, fields "Number of candidates given provisional offer letter" and "Number of candidates finally selected" are editable till 30 days from job fair end date.

About the Event *		Job Fair
Email Address *	--	
Organising Entities *	--	Number of Employers Participated *
Number of Vacancies *	--	Number of candidates finally selected *
Number of Jobseekers registered for the event (online + offline)	--	Number of Jobseekers/Candidates participated in the event *
Number of Employers registered online but not participated *	--	Number of candidates shortlisted for next round *
Number of Employers not registered online but participated. *	--	Number of candidates given provisional offer letter *
Any other remarks/comments	--	--

Post Job Fair Details

Note: The system sends three email notifications: an email on the 7th day (informing the job fair owner to enter post job fair details), an email on the 10th (to the DGET Admin) and another email on the 30th day (to the DGET Admin) after the end date of the said job fair. The last two notifications (the ones send to the DGET Admin) contain a summary of the data present in the Post Job Fair Details sub section.

The following table lists relationship between various fields of the Post Job Fair Details sub section and has to be taken care while inputting data.

Field 1	Field 2	Relationship
Number of candidates finally selected	Number of candidates shortlisted for next round	The number of candidates finally selected must be less than or equal to the number of candidates shortlisted for next round.
Number of candidates shortlisted for next round	Number of candidates finally selected	Number of candidates finally selected is less than or equal to the Number of candidates shortlisted for the next round.
Number of Employers Participated	Number of Employers not registered online but participated	The number of employers who participate must be more than or equal to the number of employers who had not registered themselves online but had participated.
Number of Jobseekers/Candidates participated in the event	Number of candidates finally selected	The number of candidates who participate in an event must be more than or equal to the number of candidates who are finally selected.
Number of Jobseekers/Candidates participated in the event	Number of Jobseekers registered for the event (online + offline)	Total number of Jobseekers registered for the event both online and offline must be greater than or equal to number of

		Jobseekers/Candidates participated for the event.
Number of Jobseekers/Candidates participated in the event	Number of candidates given provisional offer letter	The number of candidates who participate must be more than or equal to the number of candidates who are given the provisional offer letter.
Number of Jobseekers/Candidates participated in the event	Number of candidates shortlisted for next round	The number of candidates who participate in an event must be more than or equal to the number of candidates shortlisted for the next round of selection.
Number of Vacancies	Number of Employers Participated	The number of vacancies must be more than or equal to the number of participating employers.
Number of Vacancies	Number of candidates finally selected	The number of vacancies must be more than or equal to the number of selected candidates.

11.4 Complete a Job Fair

Only a job fair that is launched (having the **Launched** status) on the NCS portal and has reached its end or closing date (and time) can attain the **Completed** status. This is an automatic process that is taken care of by the CRM application itself and requires no manual intervention.

Note: A job fair that is cancelled or has the Proposed status can not attain the **Completed** status.

11.5 Cancel a Job Fair

You can cancel a job fair that you have created. This can be using the Job Fair Information screen. However, the cancellation procedure differs depending on the current status of the job fair you are about to cancel.

11.5.1 Cancel a Proposed Job Fair

To cancel a job fair having the **Proposed** status:

1. Select the **Cancel** option from the Status drop-down list.
2. Click the **Save** button.

11.5.2 Cancel a Launched Job Fair

To cancel a job fair having the **Launched** status:

1. Select the **Launched** option from the Status drop-down list.
2. Click the **Save** button.

The said job fair is withdrawn from the NCS portal.

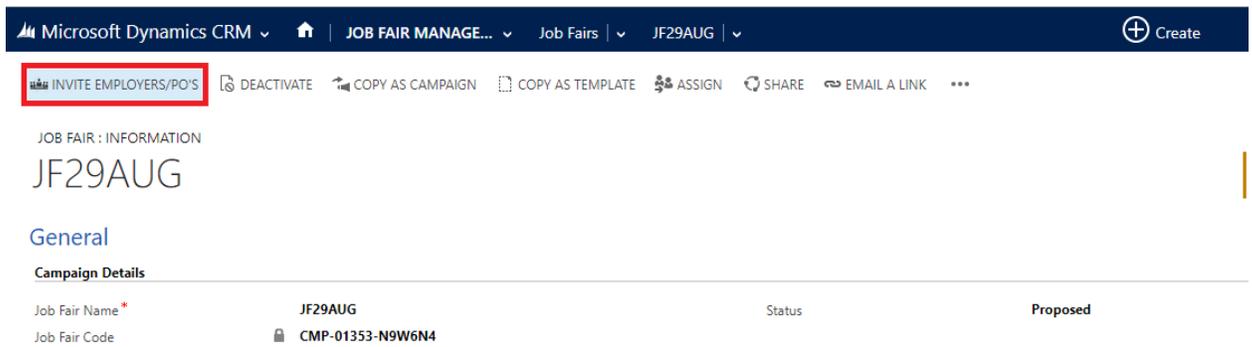
Note: Remember a job fair with the **Launched** status can be cancelled only if that particular job fair has not yet reached its registration start date (and time). Beyond that, you will not be able to cancel a job fair that is launched on the NCS portal from the CRM application.

Note: A job fair having the Launched status that has gone beyond its registration start date (and time) can be cancelled only if you raise a ticket to the DGET call center for the same.

Note: Once a job fair is cancelled, an email notification about the cancellation is sent to all the stakeholders (job seekers and employers) participating in that particular job fair.

11.6 Invite Employers/PO's

1. For inviting employers to a job fair, click the **Invite Employers/PO's** link.



The screenshot shows the Microsoft Dynamics CRM interface for Job Fair Management. The breadcrumb trail is: Microsoft Dynamics CRM > JOB FAIR MANAGE... > Job Fairs > JF29AUG. The main navigation bar includes buttons for 'INVOKE EMPLOYERS/PO'S' (highlighted with a red box), 'DEACTIVATE', 'COPY AS CAMPAIGN', 'COPY AS TEMPLATE', 'ASSIGN', 'SHARE', and 'EMAIL A LINK'. Below the navigation bar, the page title is 'JOB FAIR : INFORMATION' and the job fair ID is 'JF29AUG'. The 'General' section is expanded to show 'Campaign Details' with a table:

Job Fair Name*	JF29AUG	Status	Proposed
Job Fair Code	CMP-01353-N9W6N4		

Invite Employers/PO's Link

2. Select the relevant criteria for retrieving the list of employers/placement organizations from the NCS Portal. Then click the **Get Detail** button.



The screenshot shows the 'Invite Employers/Placement Organizations' screen in Microsoft Dynamics CRM. The breadcrumb trail is: Microsoft Dynamics CRM > Invite Employers/Placement Organizations. The 'INVOKE SCREEN' section contains several input fields: 'Company Name' (with a text box), 'Organization Type' (with a dropdown menu), 'Industry' (with a dropdown menu), 'State' (with a dropdown menu), and 'District' (with a dropdown menu). A 'Get Detail' button is located to the right of these fields.

Get Detail Button

This displays the **Invite** screen.

3. From the **Invite** screen, select the employers and placement organizations who would be invited to the job fair. Then, click the **Invite** button.

Microsoft Dynamics CRM Invite Employers/Placement Organizations

INVITE SCREEN: Company Name Organization Type Industry State District

S. No	Company Name	NCSP ID	Contact Name	Mobile Number	Email ID	Invite Status	Stakeholder Type
<input type="checkbox"/> 1.	ACRA RESOURCE MANAGEMENT	E10G79-1926597602850	Ajay kumar	9555544212	hr@rmagroup.in	Not Invited	Employer
<input type="checkbox"/> 2.	FUTURE INSTITUTE OF EDUCATION	E10G80-1405105636027	ASHU	9540523316	rahuladhana@gmail.com	Not Invited	Employer
<input type="checkbox"/> 3.	Jagbros Consultants Pvt Ltd	E10G79-1020427882403	Rakesh Kumar Tripathi	9555274528	rakesh@youth4work.com	Not Invited	Employer
<input type="checkbox"/> 4.	Isara Institute of Management	E10G79-1058049845595	Nimita Khanna	9810631475	nimita.khanna@isarasolutions.c	Not Invited	Employer
<input type="checkbox"/> 5.	Anand Books International Private	E10G79-1123207802962	Anannd Kumar	9971852555	anandkumar@rediffmail.com	Not Invited	Employer
<input type="checkbox"/> 6.	Jupiter Overseas	P10G79-1225495794903	Sanjiv Kumar Dalal	9873249542	infojupiteroverseas@gmail.com	Not Invited	Placement
<input type="checkbox"/> 7.	WATERMELON MANAGEMENT	E10G79-1232005988115	MASROOR AHMED	9810329561	masroor@watermelongroup.in	Not Invited	Employer
<input type="checkbox"/> 8.	WATERMELON MANAGEMENT	E10G79-1244492063553	MASROOR AHMED	9953692047	safwaan.s@watermelongroup.in	Not Invited	Employer
<input type="checkbox"/> 9.	India Grain Solutions	E10G79-1346561233195	Anil Yadav	9911155502	anil@indiagrains.in	Not Invited	Employer
<input type="checkbox"/> 10.	Trait Consultancy Services Private	E10G79-1609249421926	SUNIL KAPOOR	8826769584	srijit@adsrain.com	Not Invited	Employer
<input type="checkbox"/> 11.	Trait Consultancy Services Private	E10G79-1620111631288	sunil Kapoor	8860769584	suniladsrain@gmail.com	Not Invited	Employer

Invite Button

4. The application displays a message stating the invite has been sent successfully.

Microsoft Dynamics CRM Invite Employers/Placement Organizations

INVITE SCREEN: Company Name Organization Type Industry State District

S. No	Company Name	NCSP ID	Contact Name	Mobile Number	Email ID	Invite Status	Stakeholder Type
<input type="checkbox"/> 34.	Qinttoz Technologies Pvt Ltd	E10H58-1940190337211	Devendra Gautam	9958126981	info@qinttoz.com	Not Invited	Employer
<input type="checkbox"/> 35.	ARCA resource management as	E10H60-1249339970683	Ajay Kumar	9555544212	humaira@rmaglobal.in	Not Invited	Employer
<input type="checkbox"/> 36.	IndyaHatt	E10H65-1708553159684	Gurpreet Singh	9953320242	IndyaHatt@IndyaHatt.com	Not Invited	Employer
<input type="checkbox"/> 37.	Abhishek	E10H63-2309003653851	Abhishek	9953320242	abhishek@gmail.com	Not Invited	Employer
<input type="checkbox"/> 38.	Shram Shakti Foundation	E10H65-1410196376769	Abhishek	9953320242	abhishekmptct@gmail.com	Not Invited	Employer
<input type="checkbox"/> 39.	Holiday india	E10H65-1628561070304	Abhishek	9953320242	abhishekmptct@gmail.com	Not Invited	Employer
<input checked="" type="checkbox"/> 40.	World Tours and travels	E10H68-1250597211955	Abhishek	9953320142	abhishekD@worldtours.com	Not Invited	Employer

Invite Sent Successfully

Invite Success Notification

5. Employers and placement organizations that have been invited for a job fair can be viewed on the **Job Fair** screen using the **Invited Employers/PO's** link.

National Career Services Portal | JOB FAIR MANAGE... | Job Fairs | 15 March Testing Jo... | Create | Administrator DGET

INVITE EMPLOYERS/POS | DEACTIVATE | DELETE | COPY AS CAMPAIGN | COPY AS TEMPLATE | ASSIGN | SHARE

JOB FAIR : INFORMATION
15 March Testing Job Fair
 UUUU Dubej | J1UH/3-16390... | 15 March Test... | adgb@gmail... | 9953320242

Title: 15 March Te | Campaign Code: CMP-01053

1 - 4 of 5 | Page 1

Invited Employers/Placement Organizations

All Employers/Placement Organizati...

NCSJP ID	Company Name	Account Name	Email	Main Phone
E10E72-1809447608228	Reliable Network Techn...	Srdhara B	info@fairdial.com	9738436046
E10E74-1716344521713	Khanna Electricals	Diwan	khannaelec@gmail.com	9910975176
E10E79-1703519814020	TEST	TEST	TEst@gmail.com	8050388505
E10E79-1757058089483	image computers	ravikumar	image@gmail.com	9686632933

1 - 4 of 6 | Page 1

Invited Employers and Placement Organizations

11.7 Qualify/Disqualify Interested Candidates

1. Click Microsoft dynamics CRM > Job Fair Management > Interested Candidates/Employers

Microsoft Dynamics CRM | EVENTS/JOB FAIR ... | Interested Candidat... | Create | NCS.ANAN.CC DGET

Sales | Marketing

INTERESTED CANDID... | CONFIRMED CANDID... | EVENTS/JOB FAIRS | REGISTERED EMPLOY...

Interested Candidates/Employers Menu

2. The Interested Candidates/Employers menu contains the list of stakeholders who have shown their interest in a job fair.

Microsoft Dynamics CRM | EVENTS/JOB FAIR ... | Interested Candidat... | Create | NCS.ANAN.CC DGET

+ NEW | EMAIL A LINK | RUN REPORT | EXPORT TO EXCEL | ADVANCED FIND | CHART PANE

All Interested Candidates/Employ...

Career Centre ID	NCSJP ID	Name	Event/Job Fair N...	Email	Phone number	Stakeholder typ...	Owner	Status	Created On
LD_00903_ID	E10E64-1922047509979	Abhishek	Marketing	abhishek@gmail.com	9953320242	Employer	Administrator	Open	1/13/2016 5:46 PM
LD_00902_ID	J10F67-2224412148172	Sajanand	MEGA JOB FAIR ...	ksajanand@gmail.com	9066605466	Job Seeker	Administrator	Open	1/13/2016 5:20 PM
LD_00901_ID	J10G73-0047270276494	Bharti	Marketing	abhishek.dubey@gmail.com	9953320242	Job Seeker	Administrator	Qualified	1/13/2016 4:32 PM
LD_00900_ID	J10J75-1414003473646	kumar	MEGA JOB FAIR ...	munnakumar1812@gmail...	9350159082	Job Seeker	Administrator	Open	1/13/2016 2:58 PM
LD_00899_ID	J10E77-1441259858789	G	MEGA JOB FAIR ...	pushpaajunan91@gmail.c...	7829893611	Job Seeker	Administrator	Open	1/13/2016 10:40 AM
LD_00898_ID	J10F71-1521319745872	G	MEGA JOB FAIR ...	keerthihg1994@gmail.com	9591072766	Job Seeker	Administrator	Open	1/13/2016 10:29 AM
LD_00897_ID	J10H74-1433213941211	MONDAL	MEGA JOB FAIR ...		9093722028	Job Seeker	Administrator	Open	1/12/2016 6:32 PM
LD_00896_ID	J10L63-1919297188355	H M	MEGA JOB FAIR ...	hmguru09@gmail.com	9620916854	Job Seeker	Administrator	Open	1/12/2016 10:25 AM
LD_00895_ID	J11A66-1003433650733	Dwivedi	MEGA JOB FAIR ...	divimal010@gmail.com	9643957881	Job Seeker	Administrator	Open	1/11/2016 10:56 AM
LD_00894_ID	J10G79-1400353763676	GARHWAL	MEGA JOB FAIR ...	atugarwal1@gmail.com	9893360436	Job Seeker	Administrator	Open	1/10/2016 5:13 PM
LD_00893_ID	J11A56-1926521070794	NIGAM	MEGA JOB FAIR ...	ankt9066@gmail.com	9907869066	Job Seeker	Administrator	Open	1/10/2016 2:34 PM
LD_00892_ID	J10H64-2047439292767	ALI	MEGA JOB FAIR ...	akasing@gmail.com	9563818930	Job Seeker	Administrator	Open	1/10/2016 2:41 AM
LD_00891_ID	J11A57-1641264085987	YADAV	MEGA JOB FAIR ...	mukeshk211992@gmail.c...	8574841446	Job Seeker	Administrator	Open	1/9/2016 7:18 PM
LD_00890_ID	J10G80-1837186726447	SIDDIKI	MEGA JOB FAIR ...	rayemsiddik3@gmail.com	8600164292	Job Seeker	Administrator	Open	1/9/2016 10:09 AM
LD_00889_ID	J10J59-1207548144496	Srirangam	MEGA JOB FAIR ...	kaianchakravarthy57@gm...	8801394555	Job Seeker	Administrator	Open	1/8/2016 5:05 PM
LD_00888_ID	J11A61-1925508983680	AHIRWAR	MEGA JOB FAIR ...	ahirav06@gmail.com	8109218618	Job Seeker	Administrator	Open	1/8/2016 12:37 PM
LD_00887_ID	J10J77-1708473964440	PATHAK	MEGA JOB FAIR ...	r92.2010@rediffmail.com	9673218407	Job Seeker	Administrator	Open	1/8/2016 7:07 AM
LD_00886_ID	J11A58-2032111707877	dayal	MEGA JOB FAIR ...	ramj4d@gmail.com	9977002678	Job Seeker	Administrator	Open	1/7/2016 9:13 PM
LD_00885_ID	J11A62-1221597169558	Kumar	MEGA JOB FAIR ...	infov4d@gmail.com	9997609993	Job Seeker	Administrator	Open	1/7/2016 3:13 PM

1 - 50 of 101 ID selected | Page 1

All Interested Candidates/Employers List

3. Click a particular Candidate/Employer record to select and open it.

Career Centre ID	NCSP ID	Name	Event/Job Fair Name	Email	Phone number	Stakeholder type	Owner	Status	Created On
LD_00903_ID	E10164-1922047509979	Abhishek	Marketing	abhishek@gmail.com	9953320242	Employer	Administrator	Open	1/13/2016 5:46 PM
LD_00902_ID	J10F67-2224412148172	Sarjanand	MEGA JOB FAIR ...	ksarjanand@gmail.com	9066054466	Job Seeker	Administrator	Open	1/13/2016 5:20 PM
LD_00901_ID	J10G73-0047270276494	Bharti	Marketing	abhishek.dubey@gmail.com	9953320242	Job Seeker	Administrator	Qualified	1/13/2016 4:32 PM
LD_00900_ID	J10J75-1414003473646	kumar	MEGA JOB FAIR ...	mumukumar1812@gmail.com	9350159082	Job Seeker	Administrator	Open	1/13/2016 2:58 PM
LD_00899_ID	J10E77-1441259858789		MEGA JOB FAIR ...	pushpaajunari91@gmail.com	7629893611	Job Seeker	Administrator	Open	1/13/2016 10:40 AM
LD_00898_ID	J10F71-1521319745872	G	MEGA JOB FAIR ...	keethishg1994@gmail.com	9591072766	Job Seeker	Administrator	Open	1/13/2016 10:29 AM
LD_00897_ID	J10H74-1433213941211	MONDIAL	MEGA JOB FAIR ...		9093272028	Job Seeker	Administrator	Open	1/12/2016 6:32 PM
LD_00896_ID	J10L63-1919297188355	H M	MEGA JOB FAIR ...	hmguru009@gmail.com	9620916854	Job Seeker	Administrator	Open	1/12/2016 10:25 AM
LD_00895_ID	J11A66-1003433650733	Dwivedi	MEGA JOB FAIR ...	divimal010@gmail.com	9643957881	Job Seeker	Administrator	Open	1/11/2016 10:56 AM
LD_00894_ID	J10G79-1400355763676	GARHWAL	MEGA JOB FAIR ...	atulgamwal1@gmail.com	9893360436	Job Seeker	Administrator	Open	1/10/2016 5:13 PM
LD_00893_ID	J11A56-1928521070794	NIGAM	MEGA JOB FAIR ...	ank19066@gmail.com	9907869066	Job Seeker	Administrator	Open	1/10/2016 2:34 PM
LD_00892_ID	J10H64-2047439292767	ALI	MEGA JOB FAIR ...	akasmg@gmail.com	9563818930	Job Seeker	Administrator	Open	1/10/2016 2:41 AM
LD_00891_ID	J11A57-1641264085987	YADAV	MEGA JOB FAIR ...	mukeshv211992@gmail.com	8574841446	Job Seeker	Administrator	Open	1/9/2016 7:18 PM
LD_00890_ID	J10G80-1837186726447	SIDDIKI	MEGA JOB FAIR ...	nayemsodik3@gmail.com	9800164292	Job Seeker	Administrator	Open	1/9/2016 10:09 AM
LD_00889_ID	J10J59-1207548144496	Srirangam	MEGA JOB FAIR ...	kalyanchakravarthy57@gm	8801394555	Job Seeker	Administrator	Open	1/8/2016 5:05 PM
LD_00888_ID	J11A61-1925508936860	AHIRWAR	MEGA JOB FAIR ...	ahirav06@gmail.com	8109218618	Job Seeker	Administrator	Open	1/8/2016 12:37 PM
LD_00887_ID	J10I77-1708473964440	PATHAK	MEGA JOB FAIR ...	r92.2010@rediffmail.com	9873218407	Job Seeker	Administrator	Open	1/8/2016 7:07 AM
LD_00886_ID	J11A58-2032111707877	dajal	MEGA JOB FAIR ...	ramj4d@gmail.com	9977002678	Job Seeker	Administrator	Open	1/7/2016 9:13 PM
LD_00885_ID	J11A62-1221597169338	Kumar	MEGA JOB FAIR ...	infov4@gmail.com	9997609993	Job Seeker	Administrator	Open	1/7/2016 3:13 PM

Selected Candidate/Employer Record

4. To confirm a stakeholder's participation in the job fair, click the **Qualify** link.

The screenshot shows the CRM interface for a specific record. The top navigation bar includes a '+ NEW' button, which is highlighted with a red box. Below the navigation bar, the record details for 'Abhishek' are displayed, including personal information, address, and jobs.

Qualify Link

11.8 Confirmed Candidates/Employers

1. Click **Microsoft Dynamics CRM > Job Fair Management > Confirmed Candidates/Employers**

The screenshot shows the CRM navigation pane. The 'Confirmed Candidates/Employers' menu item is highlighted with a red box. Other menu items include 'Interested Candidates/Employers' and 'Registered Employers'.

Confirmed Candidates/Employers Menu

- The **Confirmed Candidates/Employers** menu contains the list of stakeholders whose participation in the job fair is confirmed.

Confirmation ID	NCSPI ID	Name	Stakeholder type	Campaign Code	Email	Phone number
OPP_0046_ID	J10168-2039330...	bera	Job Seeker	Job Fair on 15-1...	tarunbers44@g...	8967488327
OPP_0047_ID	J10157-2054000...	BISWAS	Job Seeker	Job Fair on 15-1...	amitbiswas9393...	8927105823
OPP_0049_ID	J10H72-151205...	Aggarwal	Job Seeker	Job Fair on 15-1...		8586994822
OPP_0050_ID	J10H72-144849...	Aggarwal	Job Seeker	Job Fair on 15-1...		8586948229
OPP_0051_ID	J10H60-180507...	ALI	Job Seeker	Job Fair on 15-1...	alikhousai88@g...	8900371677
OPP_0052_ID	J10I70-1031434...	Grover	Job Seeker	Job Fair on 15-1...	vanya_grover@j...	9891242421
OPP_0053_ID	J10I70-1136183...	Singh	Job Seeker	Job Fair on 15-1...	jaldeepasingh@...	7503774923
OPP_0055_ID	J10I70-1113480...		Job Seeker	Job Fair on 15-1...		9871965152
OPP_0056_ID	J10I70-1104513...		Job Seeker	Job Fair on 15-1...		8285271067
OPP_0057_ID	J10I70-1103047...		Job Seeker	Job Fair on 15-1...	jbhagwan341@...	9954062570
OPP_0058_ID	J10I70-1058056...		Job Seeker	Job Fair on 15-1...		9654154142
OPP_0059_ID	J10I70-1049468...	Kumar	Job Seeker	Job Fair on 15-1...	paimeshkumar...	9668189106
OPP_0060_ID	J10I70-1044416...		Job Seeker	Job Fair on 15-1...		9953074002
OPP_0061_ID	J10H75-183811...	ABDULLAH	Job Seeker	Job Fair on 15-1...	skabdullah7860...	8001456193
OPP_0062_ID	J10I70-1040030...	Goswami	Job Seeker	Job Fair on 15-1...		9717411747
OPP_0063_ID	J10I70-1033374...	Kaushik	Job Seeker	Job Fair on 15-1...		9013249338
OPP_0064_ID	J10I70-1004493...		Job Seeker	Job Fair on 15-1...		8130683995
OPP_0065_ID	J10G76-233155...	JAINWAL	Job Seeker	Job Fair on 15-1...	paawanjainwal0...	7505970963
OPP_0066_ID	J10H74-113218...	VIJ	Job Seeker	Job Fair on 15-1...	vishalvij93@gm...	8527185348

All Confirmed Candidates/Employers List

12. Reports

This link allows you to view reports of your career center published on the NCS portal. You can only view reports of your particular career center and not any other establishment.

- Click the **Reports** link from the left panel. This displays the **Reports** screen with available reports if any.

Reports (Please select report category from the dropdown list.)

Registration Source * Career Center

State Name * Rajasthan

Sr.No.	File Name	File Type	File Size
1	Rajasthan - Job Seeker Registration by Career Centre.xls	xls	83.32 KB

Reports Screen

- Click a report link to view the required report.

13. Event Management

This link allows you to manage events. You can create new events as well as view and update events you have already posted on the NCS portal.

13.1 Create an Event

This link allows you to create an event on the NCS portal.

1. Click the **Create Event** link from the left panel. This displays the **Create Event** screen.

Create Event

Title*

Event Description*

Event Type* --Select--

Contact Details

Registration/Event Date Details

Registration Start Date/Time* 00 00

Registration End Date/Time* 00 00

Event Start Date/Time* 00 00

Event End Date/Time* 00 00

Address Details

State* --Select--

District* --Select--

Venue*

Submit Cancel Clear

Create Event Screen

2. Enter the title (15 characters maximum) for the event

3. Enter the venue details of the event
4. Select the start date for event registration using the calendar and mention the time (hour and minutes) from the hour and minute drop-down lists
5. Select the end date for event registration using the calendar and mention the time (hour and minutes) from the hour and minute drop-down lists
6. Select the start date for the event from the calendar and define the time from the hour and minute drop-down lists
7. Select the end date for the event from the calendar and define the time from the hour and minute drop-down lists
8. Enter a description for the event
9. Select the state where the event would take place from the drop-down list
10. Select the district where the event would take place from the drop-down list
11. The title (15 characters maximum) for the event you enter here displays at the top of the **Create Event** screen in a specific format.

Create Event

Event Title on Calendar: Spot Selection at Madhya Pradesh

Title*

Event Description*

Event Type*

Contact Details

Registration/Event Date Details

Registration Start Date/Time*

Registration End Date/Time*

Event Start Date/Time*

Event End Date/Time*

Address Details

State*

District*

Venue*

Event Title

12. Click the **Submit** button

The new event that is created displays on the calendar control of the NCS portal. Applicants (jobseekers, local service providers, and counsellors) can access this screen by clicking the Job Fairs & Events link from the portal's Home page.

13.2 View and Update Events

This link allows you to view the different events you have posted so far on the NCS portal. You can view active as well as inactive events.

13.2.1 View an Event

1. Click the **View Events** link from the left panel. This displays the **View Events** screen.

Event ID	Title	Venue	Event Start Date/Time	Event End Date/Time	Registration Start Date/Time	Registration End Date/Time	Event Description	State	District	Status
EVT-3158	Test Edit Event	NCT delhi EDIT-2	30/06/2017 14:34:00	30/06/2017 20:00:00	30/06/2017 14:31:00	30/06/2017 14:33:00	add test-2-2	Jharkhand	Palamu	Active
EVT-3223	New Event Test	New Event Test New Event Test New Event Test New Event Test	02/07/2017 00:00:00	03/07/2017 00:00:00	30/06/2017 19:00:00	01/07/2017 00:00:00	ritam sachan	Kerala	Alappuzha	Inactive

1 2 3 4 5 6

View Events Screen

2. Click the **Event ID** link of the required event to view its details. This displays the **Create Event** screen.

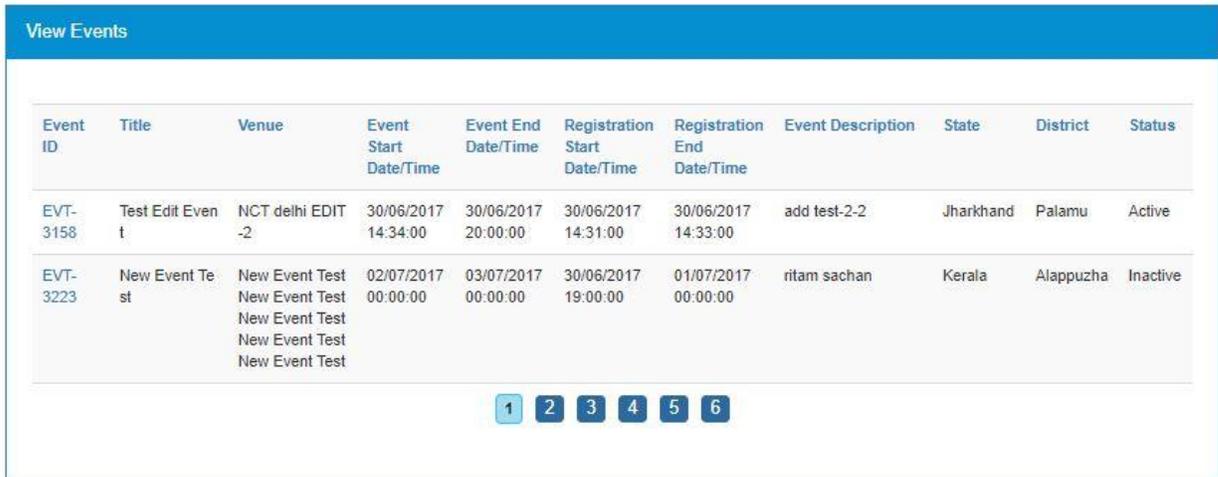
Create Event			
Title*	Test Edit Event		
Venue*	NCT delhi EDIT-2		
Registration Start Date/Time *	30/06/2017	14	31
Registration End Date/Time *	30/06/2017	14	33
Event Start Date/Time *	30/06/2017	14	34
Event End Date/Time *	30/06/2017	20	00
Event Description*	add test-2-2		
State*	Jharkhand		
District*	Palamu		
<input type="button" value="Update"/> <input type="button" value="Cancel"/> <input type="button" value="Deactivate"/> <input type="button" value="Clear"/>			

Create Event Screen

13.2.2 Edit an Event

The portal enables you to make changes to the details of events that have an Active status.

1. Click the **View Events** link from the left panel. This displays the **View Events** screen.



The screenshot shows a web interface titled "View Events". It contains a table with the following columns: Event ID, Title, Venue, Event Start Date/Time, Event End Date/Time, Registration Start Date/Time, Registration End Date/Time, Event Description, State, District, and Status. There are two rows of data. Below the table is a pagination control with buttons numbered 1 through 6.

Event ID	Title	Venue	Event Start Date/Time	Event End Date/Time	Registration Start Date/Time	Registration End Date/Time	Event Description	State	District	Status
EVT-3158	Test Edit Event	NCT delhi EDIT-2	30/06/2017 14:34:00	30/06/2017 20:00:00	30/06/2017 14:31:00	30/06/2017 14:33:00	add test-2-2	Jharkhand	Palamu	Active
EVT-3223	New Event Test	New Event Test New Event Test New Event Test New Event Test	02/07/2017 00:00:00	03/07/2017 00:00:00	30/06/2017 19:00:00	01/07/2017 00:00:00	ritam sachan	Kerala	Alappuzha	Inactive

View Events Screen

2. Click the **Event ID** link of the required event to view its details. This displays the **Create Event** screen.

Create Event

Title*

Venue*

Registration Start Date/Time*

Registration End Date/Time*

Event Start Date/Time*

Event End Date/Time*

Event Description*

State*

District*

Create Event Screen

3. Make the required changes.

Note: The portal only allows you to modify specific details of an event.

4. Click the **Update** button.

The changes you make immediately reflected on the calendar control of the NCS portal.

13.2.3 Deactivate an Event

The portal enables you to deactivate an existing event.

1. Click the **View Events** link from the left panel. This displays the **View Events** screen.

View Events										
Event ID	Title	Venue	Event Start Date/Time	Event End Date/Time	Registration Start Date/Time	Registration End Date/Time	Event Description	State	District	Status
EVT-3158	Test Edit Event	NCT delhi EDIT-2	30/06/2017 14:34:00	30/06/2017 20:00:00	30/06/2017 14:31:00	30/06/2017 14:33:00	add test-2-2	Jharkhand	Palamu	Active
EVT-3223	New Event Test	New Event Test New Event Test New Event Test New Event Test	02/07/2017 00:00:00	03/07/2017 00:00:00	30/06/2017 19:00:00	01/07/2017 00:00:00	ritam sachan	Kerala	Alappuzha	Inactive

View Events Screen

- Click the **Event ID** link of the required event to view its details. This displays the **Create Event** screen.

Create Event

Title*

Venue*

Registration Start Date/Time *

Registration End Date/Time *

Event Start Date/Time *

Event End Date/Time *

Event Description*

State*

District*

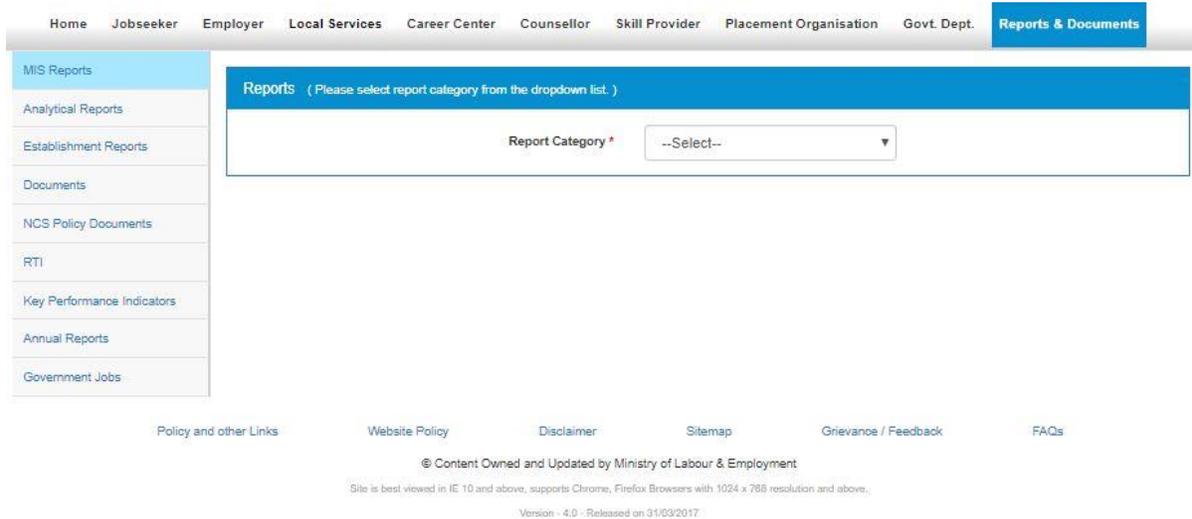
Create Event Screen

- Click the **Deactivate** button. The status of the said event is set to Inactive.

14. MIS Reports

This link allows you to search for and view published MIS reports. Reports can be searched on the basis of category, name, year and state.

1. Click the **Reports & Documents** link from the top menu bar and then the **MIS Reports** link from the left panel. This displays the **Reports** screen.



Reports Screen

2. Select the category of the report from the drop-down list
3. Select the name of the report from the drop-down list
4. Select the year from the drop-down list
5. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

Home Jobseeker Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. **Reports & Documents**

MIS Reports
Analytical Reports
Establishment Reports
Documents
NCS Policy Documents
RTI
Key Performance Indicators
Annual Reports
Government Jobs

Reports (Please select report category from the dropdown list.)

Report Category* Counsellor Reports

Report Name* Counsellor Registration Distribution - State wise

Year* 2017-18

State* HARYANA

Available Reports

Sr.No.	File Name	File Type	File Size	Effective Date
1	Counsellor Registration Distribution - Haryana - 2017-18.html	html	52.73 KB	01/10/2017 05:40 AM
2	Counsellor Registration Distribution - Haryana - 2017-18.xls	xls	111.94 KB	01/10/2017 05:40 AM

Policy and other Links Website Policy Disclaimer Sitemap Grievance / Feedback FAQs

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Version - 4.0 - Released on 31/03/2017

Available Reports

15. Analytical Reports

This link allows you to search for and view published analytical reports. Reports can be searched on the basis of period and state.

1. Click the **Reports & Documents** link from the top menu bar and then the **Analytical Reports** link from the left panel. This displays the **Analytical Reports** screen.

Home Jobseeker Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. **Reports & Documents**

MIS Reports
Analytical Reports
Establishment Reports
Documents
NCS Policy Documents
RTI
Key Performance Indicators
Annual Reports
Government Jobs

Analytical Reports (Please select report category from the dropdown list.)

Period* --Select--

Policy and other Links Website Policy Disclaimer Sitemap Grievance / Feedback FAQs

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Analytical Reports Screen

2. Select the period for which report is required from the drop-down list

3. Select the state for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

Home Jobseeker Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Reports & Documents

MIS Reports
Analytical Reports
Establishment Reports
Documents
NCS Policy Documents
RTI
Key Performance Indicators
Annual Reports
Government Jobs

Analytical Reports (Please select report category from the dropdown list.)

Period * 2017-18

State Name * HARYANA

Available Reports

Sr.No.	File Name	File Type	File Size	Effective Date
1	HARYANA - 2017-2018.pdf	pdf	710.3 KB	01/10/2017 11:51 AM

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Available Reports

16. Establishment Reports

This link allows you to search for and view published establishment reports. An establishment can be a government organisation, a placement organisation, private employer, skill providing institute, etc. Reports can be searched on the basis of establishment, state, and district.

1. Click the **Reports & Documents** link from the top menu bar and then the **Establishment Reports** link from the left panel. This displays the **Establishment Reports** screen.

Home Jobseeker Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Reports & Documents

MIS Reports
Analytical Reports
Establishment Reports
Documents
NCS Policy Documents
RTI
Key Performance Indicators
Annual Reports
Government Jobs

Establishment Reports (Please select report category from the dropdown list.)

Establishment Type * --Select--

Policy and other Links Website Policy Disclaimer Sitemap Grievance / Feedback FAQs

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Version - 4.0 - Released on 31/03/2017

Establishment Reports Screen

2. Select the establishment type from the drop-down list
3. Select the state for which the report is required from the drop-down list
4. Select the district for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

Available Reports

17. Employer Detailed Reports

This link allows you to search for and view published reports on details of registered employers. An employer can be an entity who provides various employment opportunities to portal users. Reports can be searched on the basis of employer, state, and district.

1. Click the **Employer Detailed Reports** link from the left panel. This displays the **Employer Detailed Reports** screen.

Employer Detailed Reports Screen

2. Select the employer report from the drop-down list
3. Select the state for which the report is required from the drop-down list
4. Select the district for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

Employer Detailed Reports

Employer Report *

State Name *

District Name *

Available Reports

Sr.No.	File Name	File Type	File Size	Effective Date
1	Career Center - Chennai.xlsx	xlsx	16.83 KB	02/05/2019 04:39 PM

Available Reports

18. Jobseeker Detailed Reports

This link allows you to search for and view published reports on details of registered jobseekers. Reports can be searched on the basis of jobseeker, state, and district.

1. Click the **Jobseeker Detailed Reports** link from the left panel. This displays the **Jobseeker Detailed Reports** screen.

Jobseeker Detailed Reports

Jobseeker Report *

Jobseeker Detailed Reports Screen

2. Select the jobseeker report from the drop-down list
3. Select the state for which the report is required from the drop-down list
4. Select the district for which the report is required from the drop-down list

This displays a report link that enables you to view the required report.

Jobseeker Detailed Reports

Jobseeker Report *

State Name *

District Name *

Available Reports

Sr.No.	File Name	File Type	File Size	Effective Date
1	Career Center - Erode.xlsx	xlsx	123.15 KB	03/05/2019 10:31 AM

Available Reports

19. Documents

This link allows you to view documents related to the NCS portal.

1. Click the **Reports & Documents** link from the top menu bar and then the **Documents** link from the left panel. This displays the **Documents** screen.

<ul style="list-style-type: none"> MIS Reports Analytical Reports Documents NCS Policy Documents RTI Key Performance Indicators Annual Reports Government Jobs 	<p>Documents</p> <table border="1"> <thead> <tr> <th>FileName</th> <th>File Size</th> <th>File Type</th> <th>Created On</th> </tr> </thead> <tbody> <tr> <td>Delhi Job Fair 16Oct2015.pdf</td> <td>366.89 KB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:31 PM</td> </tr> <tr> <td>Employment_Exchange_Statistics_2015.pdf</td> <td>2.62 MB</td> <td>PDF (Portable Document Format)</td> <td>1/3/2017 3:03 PM</td> </tr> <tr> <td>National Career Services Portal Features.pdf</td> <td>8.62 MB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:31 PM</td> </tr> <tr> <td>National Classification of Occupations _Vol I- 2015.pdf</td> <td>6.79 MB</td> <td>PDF (Portable Document Format)</td> <td>7/27/2016 5:06 PM</td> </tr> <tr> <td>National Classification of Occupations _Vol II-A- 2015.pdf</td> <td>6.7 MB</td> <td>PDF (Portable Document Format)</td> <td>7/27/2016 5:06 PM</td> </tr> <tr> <td>National Classification of Occupations _Vol II-B- 2015.pdf</td> <td>6.32 MB</td> <td>PDF (Portable Document Format)</td> <td>7/27/2016 5:14 PM</td> </tr> <tr> <td>NCS Launch Brochure PDF High Resolution Conv.pdf</td> <td>2.31 MB</td> <td>PDF (Portable Document Format)</td> <td>7/14/2016 6:31 PM</td> </tr> <tr> <td>Young Professional Recruitment March 2017.pdf</td> <td>608.92 KB</td> <td>PDF (Portable Document Format)</td> <td>3/15/2017 4:35 PM</td> </tr> </tbody> </table>	FileName	File Size	File Type	Created On	Delhi Job Fair 16Oct2015.pdf	366.89 KB	PDF (Portable Document Format)	7/14/2016 6:31 PM	Employment_Exchange_Statistics_2015.pdf	2.62 MB	PDF (Portable Document Format)	1/3/2017 3:03 PM	National Career Services Portal Features.pdf	8.62 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM	National Classification of Occupations _Vol I- 2015.pdf	6.79 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM	National Classification of Occupations _Vol II-A- 2015.pdf	6.7 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM	National Classification of Occupations _Vol II-B- 2015.pdf	6.32 MB	PDF (Portable Document Format)	7/27/2016 5:14 PM	NCS Launch Brochure PDF High Resolution Conv.pdf	2.31 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM	Young Professional Recruitment March 2017.pdf	608.92 KB	PDF (Portable Document Format)	3/15/2017 4:35 PM
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Delhi Job Fair 16Oct2015.pdf	366.89 KB	PDF (Portable Document Format)	7/14/2016 6:31 PM																																		
Employment_Exchange_Statistics_2015.pdf	2.62 MB	PDF (Portable Document Format)	1/3/2017 3:03 PM																																		
National Career Services Portal Features.pdf	8.62 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM																																		
National Classification of Occupations _Vol I- 2015.pdf	6.79 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM																																		
National Classification of Occupations _Vol II-A- 2015.pdf	6.7 MB	PDF (Portable Document Format)	7/27/2016 5:06 PM																																		
National Classification of Occupations _Vol II-B- 2015.pdf	6.32 MB	PDF (Portable Document Format)	7/27/2016 5:14 PM																																		
NCS Launch Brochure PDF High Resolution Conv.pdf	2.31 MB	PDF (Portable Document Format)	7/14/2016 6:31 PM																																		
Young Professional Recruitment March 2017.pdf	608.92 KB	PDF (Portable Document Format)	3/15/2017 4:35 PM																																		

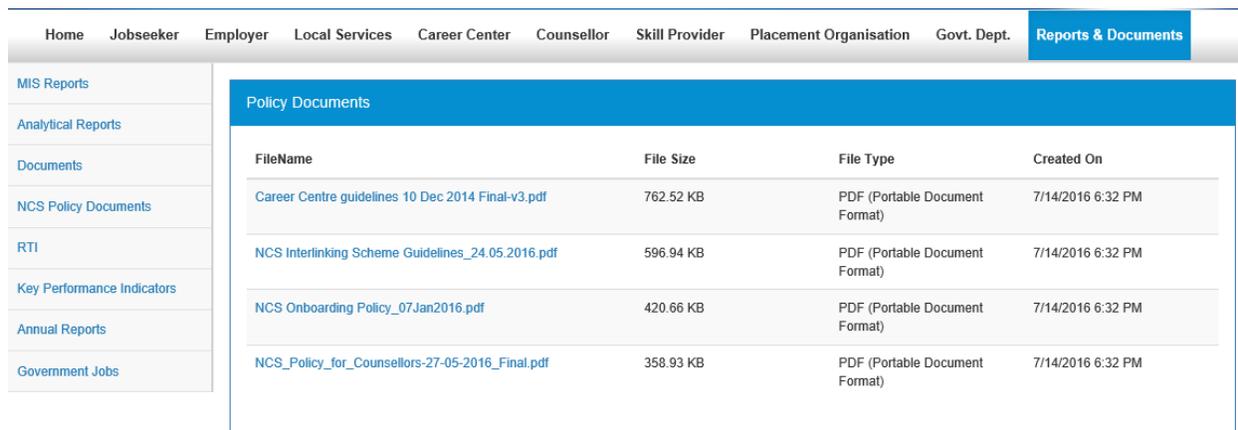
Documents Screen

2. Click the desired link to view the listed documents.

20. NCS Policy Documents

This link allows you to view documents related to various NCS policies.

1. Click the **Reports & Documents** link from the top menu bar and then the **NCS Policy Documents** link from the left panel. This displays the **Policy Documents** screen.



FileName	File Size	File Type	Created On
Career Centre guidelines 10 Dec 2014 Final-v3.pdf	762.52 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS Interlinking Scheme Guidelines_24.05.2016.pdf	596.94 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS Onboarding Policy_07Jan2016.pdf	420.66 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS_Policy_for_Counsellors-27-05-2016_Final.pdf	358.93 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM

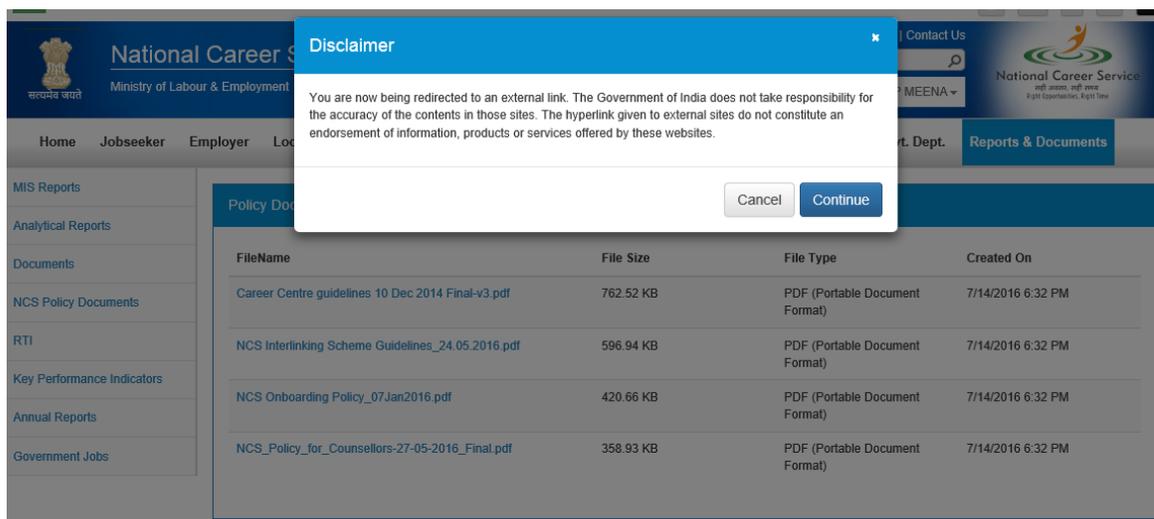
Policy Documents Screen

2. Click the required link to view the listed NCS policies.

21. RTI

This link allows you to file an RTI for your query regarding the ministry.

1. Click the **Reports & Documents** link from the top menu bar and then the **RTI** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external link (ministry website) or not.



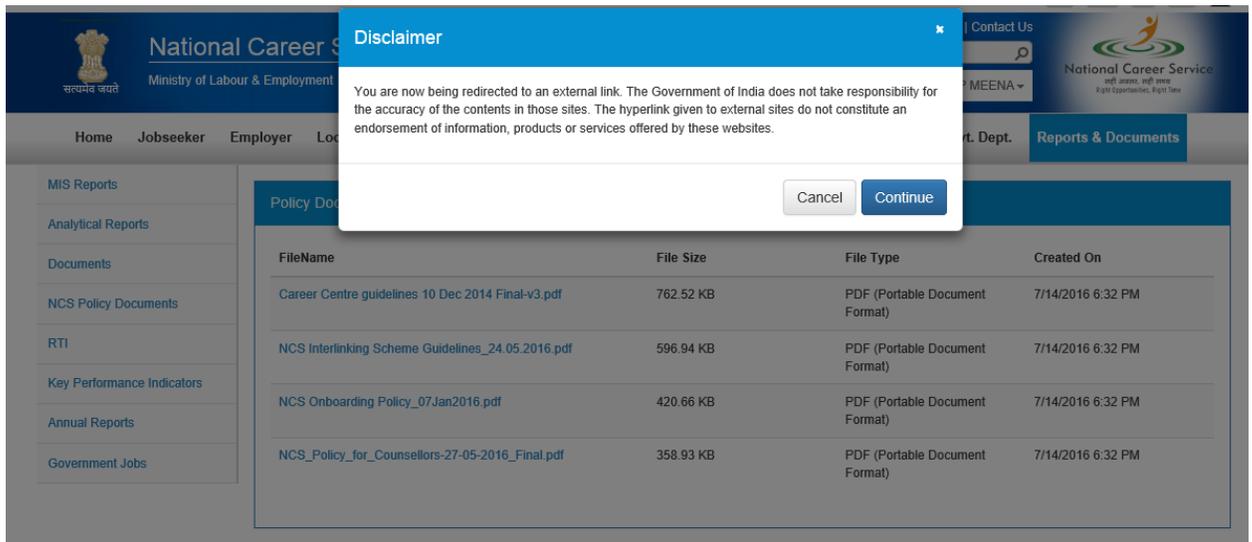
Redirection Notification

2. If you click the **Continue** button, you are navigated to the <http://www.labour.nic.in/applications-and-appeals> page where you can file an RTI.

22. Key Performance Indicators

This link allows you to view key performance indicators.

1. Click the **Reports & Documents** link from the top menu bar and then the **Key Performance Indicators** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.



The screenshot shows the National Career Service portal interface. A blue 'Disclaimer' pop-up window is centered on the screen, containing the text: "You are now being redirected to an external link. The Government of India does not take responsibility for the accuracy of the contents in those sites. The hyperlink given to external sites do not constitute an endorsement of information, products or services offered by these websites." Below the text are 'Cancel' and 'Continue' buttons. In the background, a table titled 'Policy Documents' is visible, listing several PDF files with their file names, sizes, and creation dates.

FileName	File Size	File Type	Created On
Career Centre guidelines 10 Dec 2014 Final-v3.pdf	762.52 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS Interlinking Scheme Guidelines_24.05.2016.pdf	596.94 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS Onboarding Policy_07Jan2016.pdf	420.66 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM
NCS_Policy_for_Counselors-27-05-2016_Final.pdf	358.93 KB	PDF (Portable Document Format)	7/14/2016 6:32 PM

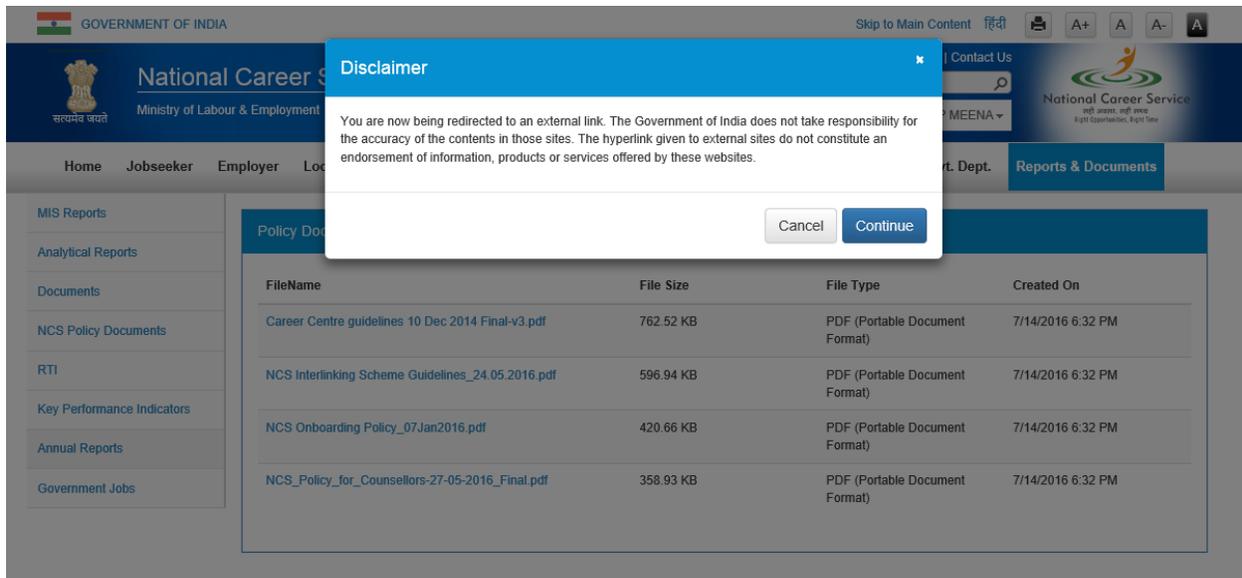
Redirection Notification

2. If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/rfd>.

23. Annual Reports

This link allows you to navigate to an external website where you can review annual reports.

1. Click the **Reports & Documents** link from the top menu bar and then the **Annual Reports** link from the left panel. A pop-up message displays notifying you whether you want to proceed to an external website link or not.



Redirection Notification

- If you click the **Continue** button, you are navigated to the following external URL: <http://www.labour.nic.in/annual-reports>.

24. Government Jobs

This link allows you to review all Government jobs available in different ministries and departments. You can also apply to those jobs by accessing the concerned websites and web pages.

- Click the **Reports & Documents** link from the top menu bar and then the **Government Jobs** link from the left panel. A screen displays listing various Government jobs and URLs for those jobs.

Home Jobseeker Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Reports & Documents						
MIS Reports	#	Ministry	Department	Home Page	Recruitment Page	
Analytical Reports	1	Cabinet Secretariat		http://cabsec.nic.in/	http://cabsec.nic.in/vacancy.php	
Documents	2	Department of Atomic Energy		http://dae.nic.in/	http://www.cat.gov.in/hrd/Openings/Current_Openings.html	
NCS Policy Documents	3	Department of Space		http://dos.gov.in/	http://www.isro.gov.in/careers	
RTI	4	Ministry of Agriculture	Department of Agricultural Research and Education	http://dare.nic.in/	http://www.icar.org.in/en/node/1151	
Key Performance Indicators	5		Department of Agriculture and Cooperation	http://agricoop.nic.in/	http://agricoop.nic.in/Recruitments.aspx	
Annual Reports	6		Department of Animal Husbandry, Dairying and Fisheries	http://dahd.nic.in/	http://dahd.nic.in/notices/recruitment	
Government Jobs	7	Ministry of Ayush		http://ayush.gov.in/	http://ayush.gov.in/tenders-vacancies-and-announcements/vacancies	

Listed Government Jobs

- Click the home page link or the recruitment page link of the required listed job post.

25. Dashboard Reports

This link allows you to review reports in a dashboard. The dashboard shows analytical reports in visual and graphical format for jobseekers and employers.

1. Click the **Dashboard Report** link from the left panel. The panel displays two additional links, that is, **JobSeekers Report** and **Employer Dashboard**.

The screenshot shows the 'DR SAS Visual Analytics' login interface. At the top, there is a navigation menu with 'Career Center' selected. Below this is a sidebar with links like 'Career Center Home', 'View/Update Profile', and 'Dashboard Report'. The main content area has a dark blue background with the SAS logo and a login form. The form includes fields for 'User ID:' and 'Password:', and a 'Sign In' button. The footer contains copyright information and a version number.

Visual Analytics Login

2. Click the required link. This displays a pop-up with the login to access the Visual Analytics tool.
3. Enter your career center credentials (User ID and password) to access the report

26. Career Center Repository

This link allows you to access information stored in the Career Center knowledge repository. This repository holds details of the Young Professional (YP) or the Nodal Officer who is associated with the career center and career center facilities. The knowledge repository is also the place where the career center can save and manage useful information such as, details of employers, counsellors, skill providers, Pradhan Mantri Kaushal Vikas Yojana (PMKVY) centers, knowledge partners of the career center (universities, colleges, professional institutes, etc.), details of state portals, blogs, social handles, etc., and even miscellaneous data, for future reference.

By clicking the **Career Center Repository** link from the left panel, you can access links associated with different areas of this repository.



Career Center Repository Links

26.1 YP/Nodal Officer Details

This link enables you to add your (as a YP or Nodal Officer user) details on the NCS portal.

1. Click the **YP/Nodal Officer Details** link from the left panel. The **YP/Nodal Officer Details** screen displays.

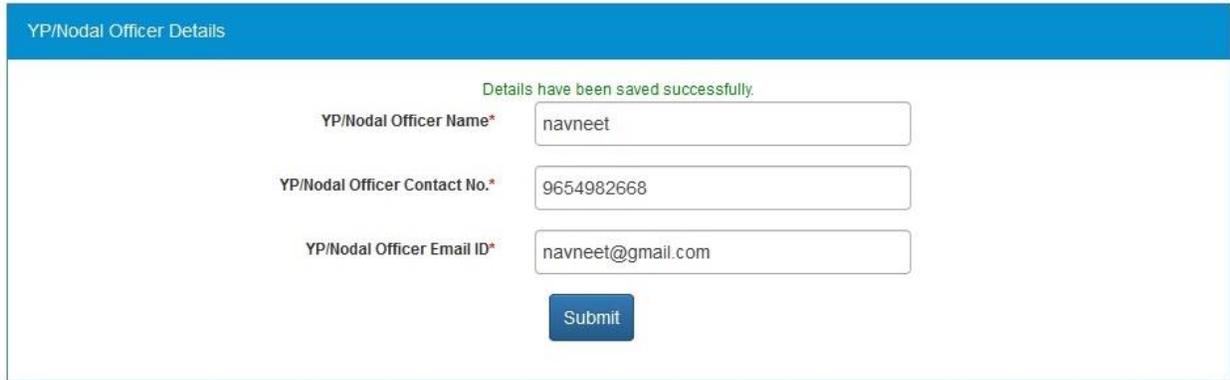
A screenshot of a web form titled 'YP/Nodal Officer Details'. The form has a blue header bar with the title. Below the header, there are three input fields. The first field is labeled 'YP/Nodal Officer Name*' and is empty. The second field is labeled 'YP/Nodal Officer Contact No.*' and contains the text '10 digit Mobile Number'. The third field is labeled 'YP/Nodal Officer Email ID*' and contains the text 'name@example.com'. Below the input fields is a blue 'Submit' button.

YP/Nodal Officer Details Screen

2. Enter your details in the **YP/Nodal Officer Name**, **YP/Nodal Officer Contact No.**, and **YP/Nodal Officer Email ID** fields.
3. Click the **Submit** button. Your details are saved to the NCS portal.

Note: When a new YP/Nodal Office takes over they should update their information on this screen. In this manner details of the new YP/Nodal Officer are saved as a new record in the portal.

Note: Unless the details of an YP/Nodal Officer are saved to the NCS portal, they cannot enter data in any other screen of the **Career Center Repository**.



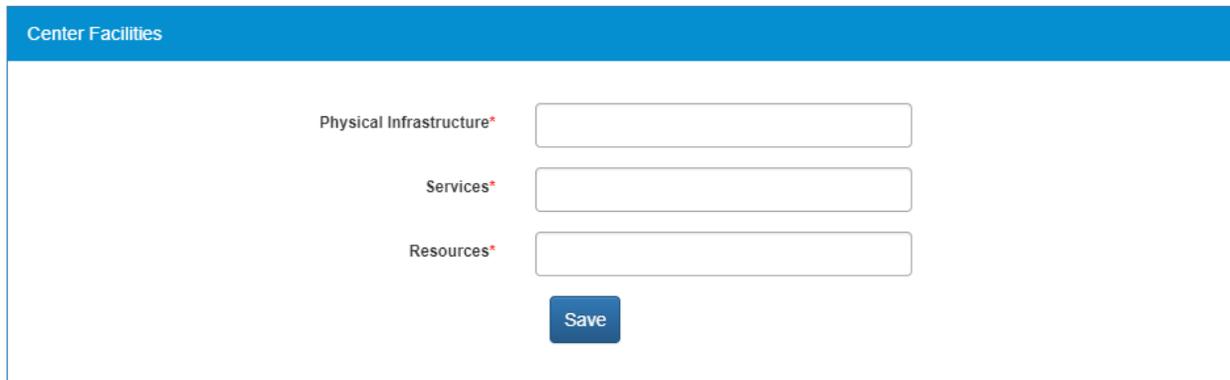
The screenshot shows a web form titled "YP/Nodal Officer Details" with a blue header. A green message at the top states "Details have been saved successfully." Below this, there are three input fields: "YP/Nodal Officer Name*" with the value "navneet", "YP/Nodal Officer Contact No.*" with the value "9654982668", and "YP/Nodal Officer Email ID*" with the value "navneet@gmail.com". A blue "Submit" button is located at the bottom of the form.

Details Saved Message

26.2 Center Facilities

This link allows you to add details about the facilities of your career center.

1. Click the **Center Facilities** link from the left panel. The **Center Facilities** screen displays.



The screenshot shows a web form titled "Center Facilities" with a blue header. It contains three input fields: "Physical Infrastructure*", "Services*", and "Resources*", each with an empty text box. A blue "Save" button is positioned at the bottom center of the form.

Center Facilities Screen

2. Enter facility details in the **Physical Infrastructure**, **Services**, and **Resources** fields.
3. Click the **Save** button.

Center Facilities

Details have been saved successfully.

Physical Infrastructure*

Services*

Resources*

[Save](#)

Details Saved Message

26.3 Employer/Industry Details

This link allows you to save details of various employers you interact with as a career center user. This information is saved for future usage. You can add details of new employers and also edit details of existing employers.

Click the **Employer/Industry Details** link from the left panel to display the **Employer/Industry Details** screen.

Employer/Industry Details

Sr. No.	Employer's Name	Contact No.	Email ID	Employer's UID	Registration on NCS(Y/N)	Created By	Updated By	Edit
1	Raja Ram Mohan Roy Trust	9873653400	rajarmmtadmin@gmail.com		N	Navya	Rohit	Edit

[+ Add More](#)

Employer/Industry Details Screen

26.3.1 Add Employer/Industry Details

1. Click the **+Add More** button. The **Employer/Industry Details** pop-up displays.

Employer/Industry Details

Employer's Name*

Address*

Contact No.*

Email ID*

Sector

Employer's UID

Registered with EPFO/ESIC No Yes

EPFO/ESIC ID

Additional Information

Registration on NCS(Y/N) No Yes

[Save](#) [Cancel](#)

Employer/Industry Details Pop-up

2. Enter mandatory details of the employee in the **Employee Name, Address, Contact No.,** and **Email ID** fields.
3. Enter details in the other (optional) fields: **Sector, Employer's UID, Registered with EPFO/ESIC, EPFO/ESIC ID, Additional Information,** and **Registration on NCS (Y/N).**
4. Click the **Save** button. The details are saved and display on the **Employer/Industry Details** screen.

Employer/Industry Details							
Details have been saved successfully.							
Sr. No.	Employer's Name	Contact No.	Email ID	Employer's UID	Registration on NCS(Y/N)	Created By	Updated By
1	Raja Ram Mohan Roy Trust	9873653400	rajarmmtadmin@gmail.com		N	Navya	Rohit
2	Ishan Institute of Higher Studies	9862236749	ishan_insthst@gmail.com		N	Rohit	-

[+ Add More](#)

Details Saved Message

26.3.2 Edit Employer/Industry Details

1. Click the **Edit** link of the required employee details that you want to modify. The **Employer/Industry Details** pop-up displays.

Employer/Industry Details

Employer's Name* Address*

Contact No.* Email ID*

Sector

Employer's UID

Registered with EPFO/ ESIC No Yes EPFO/ ESIC ID

Additional Information Registration on NCS(Y/N) No Yes

Employer/Industry Details Pop-up

2. Update the details as required.
3. Click the **Update** button. The changes are saved and display on the **Employer/Industry Details** screen.

Employer/Industry Details

Details have been saved successfully.

Sr. No.	Employer's Name	Contact No.	Email ID	Employer's UID	Registration on NCS(Y/N)	Created By	Updated By	
1	Raja Ram Mohan Roy Trust	9873653400	rajarmmtadmin@gmail.com		N	Navya	Rohit	Edit
2	Ishan Institute of Higher Studies	9862236733	ishan_insthst@gmail.com		N	Rohit	Rohit	Edit

Details Saved Message

26.4 Counsellor Details

This link allows you to save details of career counsellors that you deal with. This information is saved for future usage. You can add information of new career counsellors and also edit details of existing ones.

Click the **Counsellor Details** link from the left panel to display the **Counsellor Details** screen.

Counsellor Details							
Sr. No.	Counsellor's Name	Contact No.	Email ID	Registration on NCS(Y/N)	Created By	Updated By	
1	Jaya Lakshmi	9645624378	jayalaxcc@gmail.com	Y	Navya	Rohit	Edit
2	Reena Kumar	9867529108	reenakradmin@careerzoom.com	N	SHika	Rohit	Edit

[+ Add More](#)

Counsellor Details Screen

26.4.1 Add Counsellor Details

1. Click the **+Add More** button. The **Counsellor Details** pop-up displays.

Counsellor Details

Counsellor's Name*

Specialization/Major

Full / Part Time

Address*

Availability (No. of hours in a week)

Contact No.*

Email ID*

Additional Information

Registration on NCS(Y/N) No Yes

[Save](#) [Cancel](#)

Counsellor Details Pop-up

2. Enter details in the mandatory fields: **Counsellor's Name**, **Address**, **Contact No.**, and **Email ID**.
3. Enter details in the other (optional) fields: **Specialization/Major**, **Full/Part Time**, **Availability (No. of hours in a week)**, **Additional Information**, and **Registration on NCS (Y/N)**.
4. Click the **Save** button. The details are saved and display on the **Counsellor Details** screen.

Counsellor Details							
Details have been saved successfully.							
Sr. No.	Counsellor's Name	Contact No.	Email ID	Registration on NCS(Y/N)	Created By	Updated By	
1	Jaya Lakshmi	9645624378	jayalaxcc@gmail.com	Y	Navya	Rohit	Edit
2	Reena Kumar	9867529108	reenakradmin@careerzoom.com	N	SHika	Rohit	Edit
3	Tarun Kumar	9856241118	trkumarcounsellor@gmail.com	N	Rohit	-	Edit

[+ Add More](#)

Details Saved Message

26.4.2 Edit Counsellor Details

1. Click the **Edit** link of the career counsellor whose details you want to edit. The **Counsellor Details** pop-up displays.

Home | About us | Contact Us
X

Counsellor Details

Counsellor's Name*	Specialization/Major
<input type="text" value="Tarun Kumar"/>	<input type="text"/>
Full / Part Time	Address*
<input type="text"/>	<input type="text" value="Flat No. 450, Ganga Nagar, Nah"/>
Availability (No. of hours in a week)	Contact No.*
<input type="text" value="0"/>	<input type="text" value="9856241218"/>
Email ID*	Additional Information
<input type="text" value="trkumarcounsellor@gmail.com"/>	<input type="text"/>
Registration on NCS(Y/N)	
<input checked="" type="radio"/> No <input type="radio"/> Yes	

Counsellor Details Pop-up

2. Update the details as required.
3. Click the **Update** button. The modifications are saved and display on the **Counsellor Details** screen.

Counsellor Details							
Details have been saved successfully.							
Sr. No.	Counsellor's Name	Contact No.	Email ID	Registration on NCS(Y/N)	Created By	Updated By	
1	Jaya Lakshmi	9645624378	jayalaxcc@gmail.com	Y	Navya	Rohit	Edit
2	Reena Kumar	9867529108	reenakradmin@careerzoom.com	N	SHika	Rohit	Edit
3	Tarun Kumar	9856241218	trkumarcounsellor@gmail.com	N	Rohit	Rohit	Edit

[+ Add More](#)

Details Saved Message

26.5 Skill/Training Provider Details

This link allows you to save data related to skill and training providers you interact with as a career center user. This information is saved for future reference. You can add details of new skill and training providers and also edit details of existing ones.

Click the **Skill/Training Provider Details** link from the left panel to display the **Skill/Training Provider Details** screen.

Skill/Training Provider Details							
Sr. No.	Skill Provider's/ITI Name	Contact No.	Email ID	Registration on NCS(Y/N)	Created By	Updated By	
1	Nav Yug Skill Providing Institute	9812456789	navyugskp@gmail.com	N	Navya	Rohit	Edit

[+ Add More](#)

Skill/Training Provider Details Screen

26.5.1 Add Skill/Training Provider Details

1. Click the **+Add More** button. The **Skill/Training Provider Details** pop-up displays.

The image shows a 'Skill/Training Provider Details' pop-up window. It contains several input fields: 'Skill Provider's/ITI Name*' (empty), 'Address*' (empty), 'Contact No.*' (with a placeholder '10 digit Mobile Number'), 'Email ID*' (with a placeholder 'name@example.com'), and 'Additional Information' (empty). There is also a 'Registration on NCS(Y/N)' section with radio buttons for 'No' (selected) and 'Yes'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Skill/Training Provider Details Pop-up

2. Enter mandatory information in the **Skill Provider's/ITI Name**, **Address**, **Contact No.**, and **Email ID** fields.
3. Enter details in the other (optional) fields: **Additional Information** and **Registration on NCS (Y/N)**.
4. Click the **Save** button. The details are saved and display on the **Skill/Training Provider Details** screen.

The image shows the 'Skill/Training Provider Details' screen after a successful save. A green message at the top says 'Details have been saved successfully.' Below it is a table with the following data:

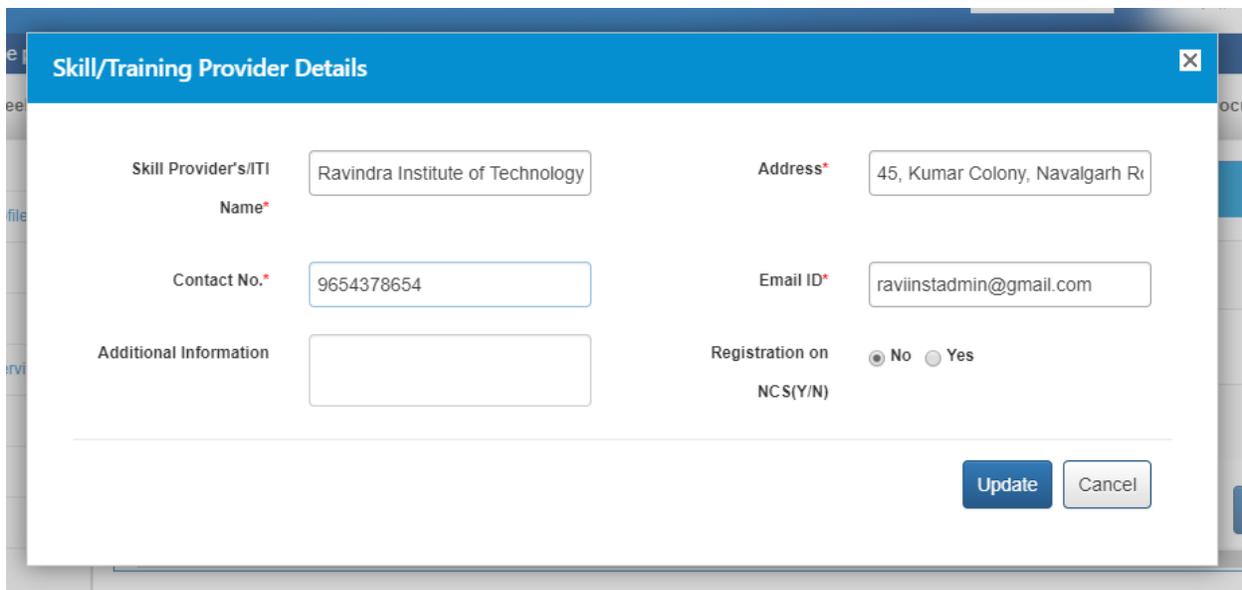
Sr. No.	Skill Provider's/ITI Name	Contact No.	Email ID	Registration on NCS(Y/N)	Created By	Updated By	
1	Nav Yug Skill Providing Institute	9812456789	navyugskp@gmail.com	N	Navya	Rohit	Edit
2	Ravindra Institute of Technology	9654378654	raviinstadmin@gmail.com	N	Rohit	-	Edit

At the bottom right of the table area, there is a '+ Add More' button.

Details Saved Message

26.5.2 Edit Skill/Training Provider Details

1. Click the **Edit** link of the skill or training provider whose details you want to edit. The **Skill/Training Provider Details** pop-up displays.



Skill/Training Provider Details

Skill Provider's/ITI Name*

Address*

Contact No.*

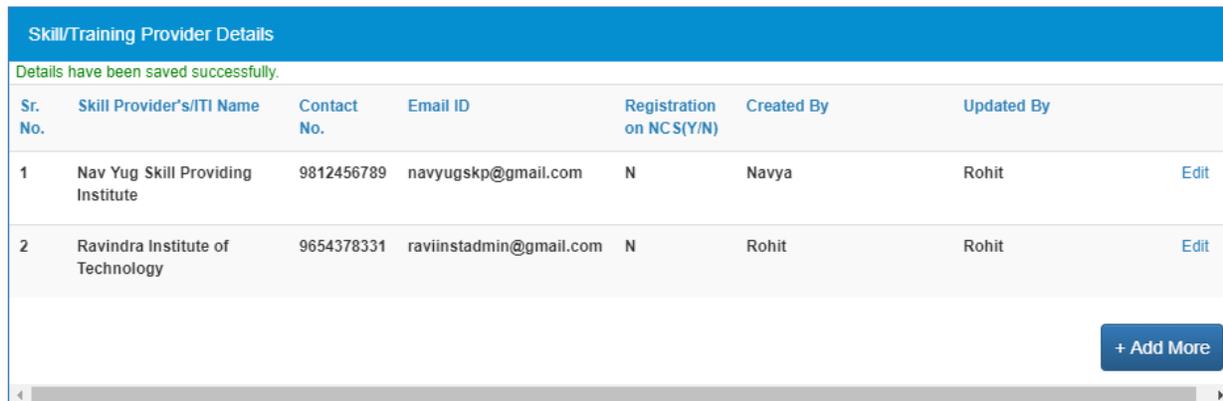
Email ID*

Additional Information

Registration on NCS(Y/N) No Yes

Skill/Training Provider Details Pop-up

2. Update the details as required.
3. Click the **Update** button. The modifications are saved and display on the **Skill/Training Provider Details** screen.



Skill/Training Provider Details

Details have been saved successfully.

Sr. No.	Skill Provider's/ITI Name	Contact No.	Email ID	Registration on NCS(Y/N)	Created By	Updated By	
1	Nav Yug Skill Providing Institute	9812456789	navyugskp@gmail.com	N	Navya	Rohit	Edit
2	Ravindra Institute of Technology	9654378331	raviinstadmin@gmail.com	N	Rohit	Rohit	Edit

Details Saved Message

26.6 PMKVY Center

This link allows you to save details of PMKVY centers you interact with as a career center user. This information is saved for future usage. You can add data of existing PMKVY centers and also edit details of existing ones.

Click the **PMKVY Center** link from the left panel to display the **PMKVY Center** screen.

PMKVY Center				
Sr. No.	Contact No.	Email ID	Created By	Updated By
1	9873652890	hotelmgmt_dehradun@rediffmail.com	Rohit	-
				Edit

[+ Add More](#)

PMKVY Center Screen

26.6.1 Add PMKVY Center Details

1. Click the **+Add More** button. The **PMKVY Center** pop-up displays.

PMKVY Center ✕

Address*

Email ID*

Contact No.*

Additional Information

PMKVY Center Pop-up

2. Enter mandatory details of the PMKVY center in the **Address**, **Contact No.**, and **Email ID** fields.
3. Enter details in the **Additional Information** (optional) field.
4. Click the **Save** button. The details are saved and display on the **PMKVY Center** screen.

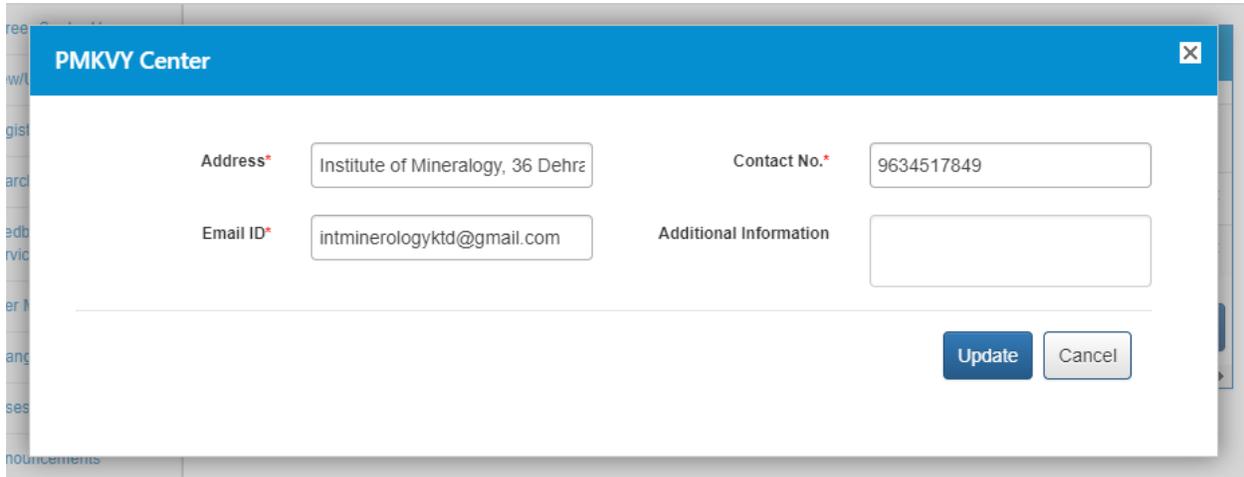
PMKVY Center				
Details have been saved successfully.				
Sr. No.	Contact No.	Email ID	Created By	Updated By
1	9873652890	hotelmgmt_dehradun@rediffmail.com	Rohit	-
2	9634517849	intminerologyktd@gmail.com	Rohit	-
				Edit

[+ Add More](#)

Details Saved Message

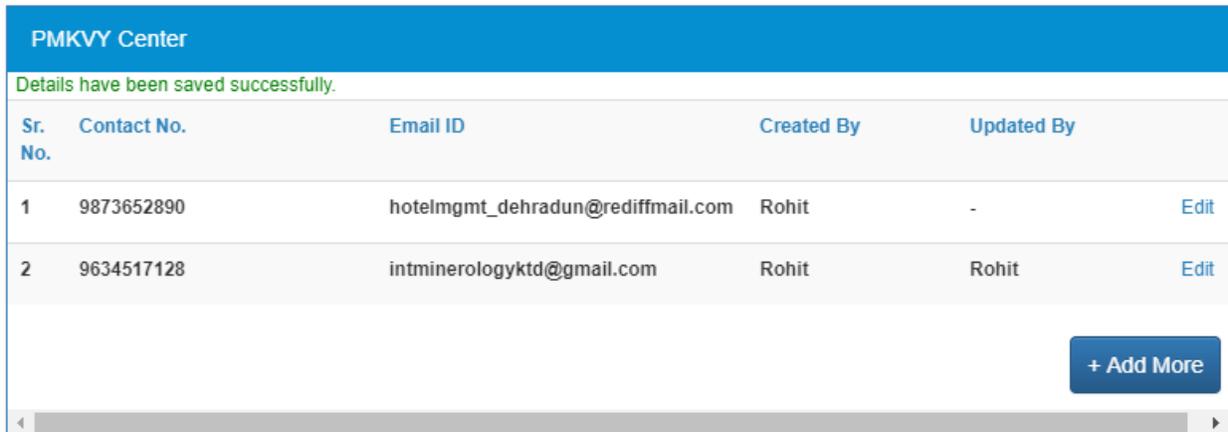
26.6.2 Edit PMKVY Center Details

1. Click the **Edit** link of the required PMKVY center whose information you want to modify. The **PMKVY Center** pop-up displays.



PMKVY Center Pop-up

2. Update the details as required.
3. Click the **Update** button. The changes are saved and display on the **PMKVY Center** screen.



Sr. No.	Contact No.	Email ID	Created By	Updated By	
1	9873652890	hotelmgmt_dehradun@rediffmail.com	Rohit	-	Edit
2	9634517128	intminerologyktd@gmail.com	Rohit	Rohit	Edit

Details Saved Message

26.7 Knowledge Partners

This link allows you to save details of various knowledge partners (universities, college, and professional institutions) associated with your career center. This information is saved for future usage. You can add information of new knowledge partners and also edit details of existing ones.

Click the **Knowledge Partners** link from the left panel to display the **Knowledge Partners** screen.

Knowledge Partners (University / Colleges / Professional Institutions)					
Sr. No.	Institution Name	Contact No.	Created By	Updated By	
1	Doon University	9856234578	Rohit	-	Edit

[+ Add More](#)

Knowledge Partners Screen

26.7.1 Add Knowledge Partner Details

1. Click the **+Add More** button. The **Knowledge Partners** pop-up displays.

Knowledge Partners (University / Colleges / Professional Institutions) ✕

Institution Name*

Designation

Additional Information

Address*

Mobile*

Knowledge Partners Pop-up

2. Enter details in the mandatory fields: **Institution Name**, **Address**, and **Mobile**.
3. Enter details in the other (optional) fields: **Designation** and **Additional Information**.
4. Click the **Save** button. The details are saved and display on the **Knowledge Partners** screen.

Knowledge Partners (University / Colleges / Professional Institutions)					
Details have been saved successfully.					
Sr. No.	Institution Name	Contact No.	Created By	Updated By	
1	Doon University	9856234578	Rohit	-	Edit
2	Himalayan Institute of Professional Studies	9844576891	Rohit	-	Edit

[+ Add More](#)

Details Saved Message

26.7.2 Edit Knowledge Partner Details

1. Click the **Edit** link of the knowledge partner whose details you want to edit. The **Knowledge Partners** pop-up displays.

Knowledge Partners (University / Colleges / Professional Institutions)

Institution Name* Himalayan Institute of Professioni

Address* 48, Manikaran Road, Kiratpur, U

Designation

Mobile* 9844576891

Additional Information

Update Cancel

Knowledge Partners Pop-up

2. Update the details as required.
3. Click the **Update** button. The modifications are saved and display on the **Knowledge Partners** screen.

Knowledge Partners (University / Colleges / Professional Institutions)

Details have been saved successfully.

Sr. No.	Institution Name	Contact No.	Created By	Updated By	
1	Doon University	9856234578	Rohit	-	Edit
2	Himalayan Institute of Professional Studies	9724576891	Rohit	Rohit	Edit

+ Add More

Details Saved Message

26.8 Miscellaneous Information

This link allows you to save miscellaneous information for future reference. You can add new miscellaneous information and also edit details of existing entries.

Click the **Miscellaneous Information** link from the left panel to display the **Miscellaneous Information** screen.

Miscellaneous Information					
Sr. No.	Miscellaneous Information	Additional Information	Created By	Updated By	
1	Linneaus Institute of Geology	Institute specializes in providing courses on study of Himalayan Geology and Geospatial studies	SHika	Rohit	Edit
2	Kedar Prakashan	Publishing House in Dehradun that provides short term publishing courses to students and summer internships	SHika	Rohit	Edit

[+ Add More](#)

Miscellaneous Information Screen

26.8.1 Add Miscellaneous Information

1. Click the **+Add More** button. The **Miscellaneous Information** pop-up displays.

Miscellaneous Information Pop-up

2. Enter information in either of these fields (or both as required): **Miscellaneous Information** and **Additional Information**.
Note: The portal will display a warning message if both the fields on the pop-up are left empty and you click the **Save** button.
3. Click the **Save** button. The details are saved and display on the **Miscellaneous Information** screen.

Miscellaneous Information					
Details have been saved successfully.					
Sr. No.	Miscellaneous Information	Additional Information	Created By	Updated By	
1	Linneaus Institute of Geology	Institute specializes in providing courses on study of Himalayan Geology and Geospatial studies	SHika	Rohit	Edit
2	Kedar Prakashan	Publishing House in Dehradun that provides short term publishing courses to students and summer internships	SHika	Rohit	Edit
3	Ganesh Publishing House		Rohit	-	Edit

[+ Add More](#)

Details Saved Message

26.8.2 Edit Miscellaneous Information

1. Click the **Edit** link of the miscellaneous information you want to edit. The **Miscellaneous Information** pop-up displays.

Miscellaneous Information Pop-up

2. Update the details as required.
3. Click the **Update** button. The modifications are saved and display on the **Miscellaneous Information** screen.

Miscellaneous Information					
Details have been saved successfully.					
Sr. No.	Miscellaneous Information	Additional Information	Created By	Updated By	
1	Linneaus Institute of Geology	Institute specializes in providing courses on study of Himalayan Geology and Geospatial studies	SHika	Rohit	Edit
2	Kedar Prakashan	Publishing House in Dehradun that provides short term publishing courses to students and summer internships	SHika	Rohit	Edit
3	Ganesh Publishing House	Publisher of books for children. Also publishes school and office stationery.	Rohit	Rohit	Edit

[+ Add More](#)

Details Saved Message

26.9 State Portals/Blogs/Other Social Media Handles

This link allows you to save information such as web addresses of state portals, their blogs, and other social media handles (public usernames of various social media channels) of state organizations. This information is saved for future reference. You can add new information and also edit details of existing entries.

Click the **State Portals/Blogs/Other Social Media Handles** link from the left panel to display the **State Portals/Blogs/Other Social Media Handles** screen.

State Portals/Blogs/other social Media Handles					
Details have been saved successfully.					
Sr. No.	State Portals/Blogs/other social Media Handles	Additional Information	Created By	Updated By	
1	http://uk.gov.in/	Home: Uttarakhand Government	SHika	Rohit	Edit
2	http://brvda.uk.gov.in/	Bhagirathi River Valley Development Authority: Government of Uttarakhand	Rohit	-	Edit

[+ Add More](#)

State Portals/Blogs/Other Social Media Handles Screen

26.9.1 Add State Portal/Blog/Other Social Media Handle Details

1. Click the **+Add More** button. The **State Portals/Blogs/Other Social Media Handles** pop-up displays.

State Portals/Blogs/Other Social Media Handles Pop-up

2. Enter information in either of these fields (or both as required): **State Portals/Blogs/Other Social Media Handles** and **Additional Information**.
Note: The portal will display a warning message if both the fields on the pop-up are left empty and you click the **Save** button.
3. Click the **Save** button. The details are saved and display on the **State Portals/Blogs/Other Social Media Handles** screen.

State Portals/Blogs/other social Media Handles					
Details have been saved successfully.					
Sr. No.	State Portals/Blogs/other social Media Handles	Additional Information	Created By	Updated By	
1	http://uk.gov.in/	Home: Uttarakhand Government	SHika	Rohit	Edit
2	http://brvda.uk.gov.in/	Bhagirathi River Valley Development Authority: Government of Uttarakhand	Rohit	-	Edit
3	http://ssa.uk.gov.in/	Website: Sarva Shiksha Abhiyan department Government of Uttarakhand	Rohit		Edit

[+ Add More](#)

Details Saved Message

26.9.2 Edit State Portal/Blog/Other Social Media Handle Details

1. Click the **Edit** link of the data (details of a state portal, blog, or social media handle) you want to edit. The **State Portals/Blogs/Other Social Media Handles** pop-up displays.

State Portals/Blogs/other social Media Handles

State Portals/Blogs/other social Media Handles:

Additional Information: Website: Sarva Shiksha Abhiyan department

Update Cancel

State Portals/Blogs/Other Social Media Handles Pop-up

2. Update the details as required.
3. Click the **Update** button. The modifications are saved and display on the **State Portals/Blogs/Other Social Media Handles** screen.

State Portals/Blogs/other social Media Handles

Details have been saved successfully.

Sr. No.	State Portals/Blogs/other social Media Handles	Additional Information	Created By	Updated By	
1	http://uk.gov.in/	Home: Uttarakhand Government	SHika	Rohit	Edit
2	http://brvda.uk.gov.in/	Bhagirathi River Valley Development Authority: Government of Uttarakhand	Rohit	-	Edit
3	http://ssa.uk.gov.in/	Website: Sarva Shiksha Abhiyan department Government of Uttarakhand	Rohit	Rohit	Edit

+ Add More

Details Saved Message