

सत्यमेव जयते

# Abu Dhabi Dialogue, 11<sup>th</sup>-12<sup>th</sup> May 2016

## Senior Officers Meeting

A Curtain Raiser on  
India's National Virtual Employment/Placement Market Place

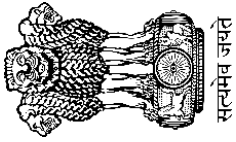


### National Career Service

सही अवसर, सही समय  
Right Opportunities, Right Time

Directorate General of Employment  
Ministry of Labour and Employment  
Government of India

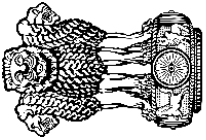




# National Virtual Employment/ Placement Market Place: Objectives

A common, centralized platform to provide a wide range of career related services

- Aggregate nationwide opportunities and potentially, international opportunities for job-seekers and employers
- One stop platform for online placement related services
- Converging platform for job posting from private and Government agencies
- Aptitude assessment tools for job seekers
- Facilitate better job fit
- Onboarding of counsellors, fee market regulated

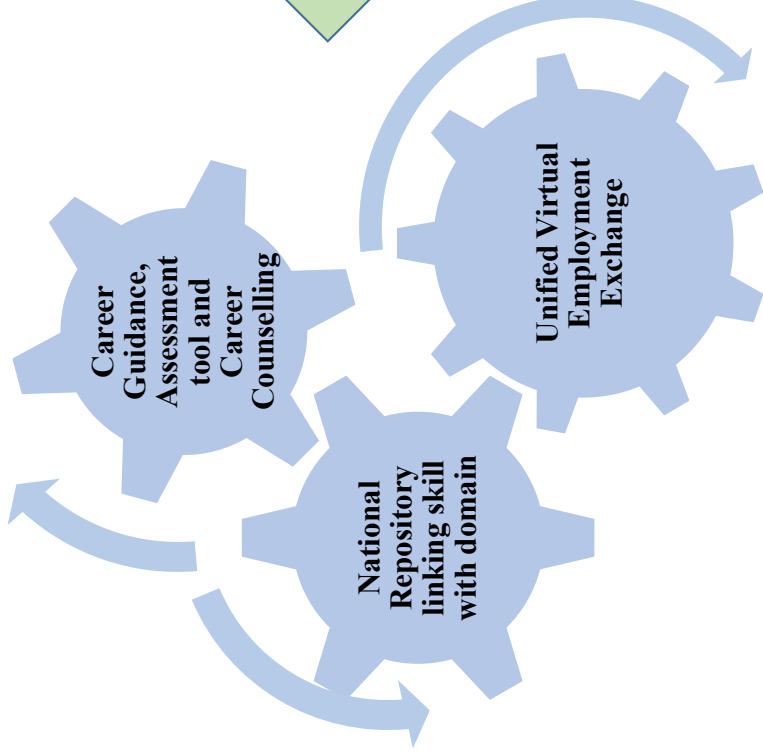


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# Employment Transformation components

**Challenges**

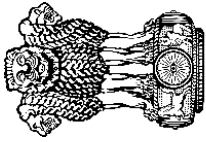
- Information asymmetry b/w Employers, Institutions, Job seekers
- Manual processes and reports with little scope for data analysis
- Localized demand mapping
- No skill mapping
- Physical exchanges able to cater to less than 2% of establishments



**Transformation**

- Unified Portal for various stakeholders
- Integration with private portals
- Online Registration
- Auto Verification with UID/PAN
- Online job fairs
- Career Centers
- Career Counselling content





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# Unified Virtual Employment Exchange

## Workforce Complexion

Total Workforce (2011-12)	47.3 crore
Workforce in unorganized sector	82%
Rural workforce	71%
Engaged in self-employment	52%
Female working force	27%
Workforce having technical education	1.9%

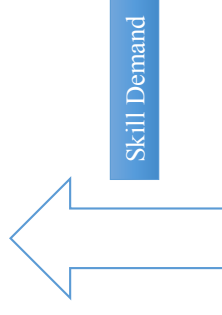
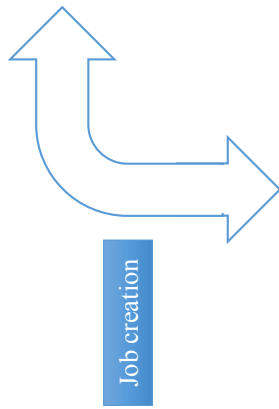


## Demand for Skills by 2022, in crores

Building, Construction & Real Estate	3.11
Retail	1.71
Transportation & Logistics	1.17
Beauty & Wellness	1.01
Others	4.92
<b>Total</b>	<b>11.92</b>

**National Career Service**  
सही अवसर, सही समय  
Right Opportunities, Right Time

**Skill Based Job Matching**



Secondary and Tertiary Sectors

Make In India

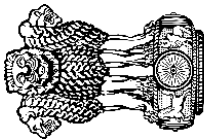
Digital India

Smart Cities

Housing For All

Swachh Bharat

AMRUT



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# National Career Service portal

GOVERNMENT OF INDIA

**National Career Service**  
Ministry of Labour & Employment

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

Search:

Download Portal Features Document

**NCS brings together -**

- ✓ Career Centers
- ✓ Jobseeker Registration
- ✓ Get career guidance from career counsellor
- ✓ Skill Providers with career building courses
- ✓ Employer Registration

**National Career Service**  
रही संसर, रही सरा  
Right Opportunities, Right Time

Find a Job

Register as a New User

Career Information

Job Fairs & Events

**Login**

Login As:

User Name:

Password:

New User? Sign Up  
Forgot Password?  
NCS Users Login Here

**Sign In**

**Toll Free Helpline**  
**1800-425-1514**  
Timing: Tue-Sun 09.00 AM to 08.00 PM

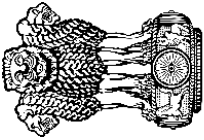
**News & Updates**  
There is no latest news.

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Directorate General of Employment  
Ministry of Labour and Employment





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# National Career Service (NCS) Portal users

## Jobseeker

- Search and apply for jobs
- Find information on training/skill programs
- Search and book appointment with Career Counsellor
- Participate in events and job fairs
- Finding contact information of nearest local help

User manual:

<http://www.ncs.gov.in/User%20Manuals/Jobseeker.pdf>

## Employer

- Post New Jobs
- Search suitable candidates
- Send Interview Invites
- Participate in events and job fairs
- Finding contact info of nearest Local help
- View reports

User manual:

<http://www.ncs.gov.in/User%20Manuals/Employer.pdf>

## Career Counselor

- Registration of service provider
- Receive Feedback / Reviews
- View/Participate in events/job fairs
- Select desired locality, availability, timings, type of engagement

User Manual:

<http://www.ncs.gov.in/User%20Manuals/Content%20.pdf>

## Local Services

- Registration of service providers
- Receive Feedback / Reviews
- Email / SMS alerts, notifications
- Select desired locality, availability, timings, type of engagement

User Manual:

<http://www.ncs.gov.in/User%20Manuals/Local%20Service%20Provider.pdf>

## Skill provider

- Create Profile and publish training program
- Access to training seekers
- Publish details on various skill training and placement programs
- Find contact info of nearest local help

User Manual:

<http://www.ncs.gov.in/User%20Manuals/Skill%20Provider.pdf>

## Placement Org.

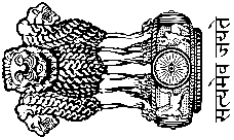
- Post new Jobs (or on behalf of employers)
- Search/download suitable candidate profiles
- Send Interview Invites
- View status of jobs posted
- Participate in events and job fairs

User manual:

<http://www.ncs.gov.in/User%20Manuals/Placement%20Organisation.pdf>

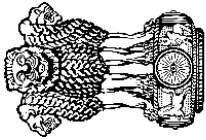
## New Initiative

## New Initiative



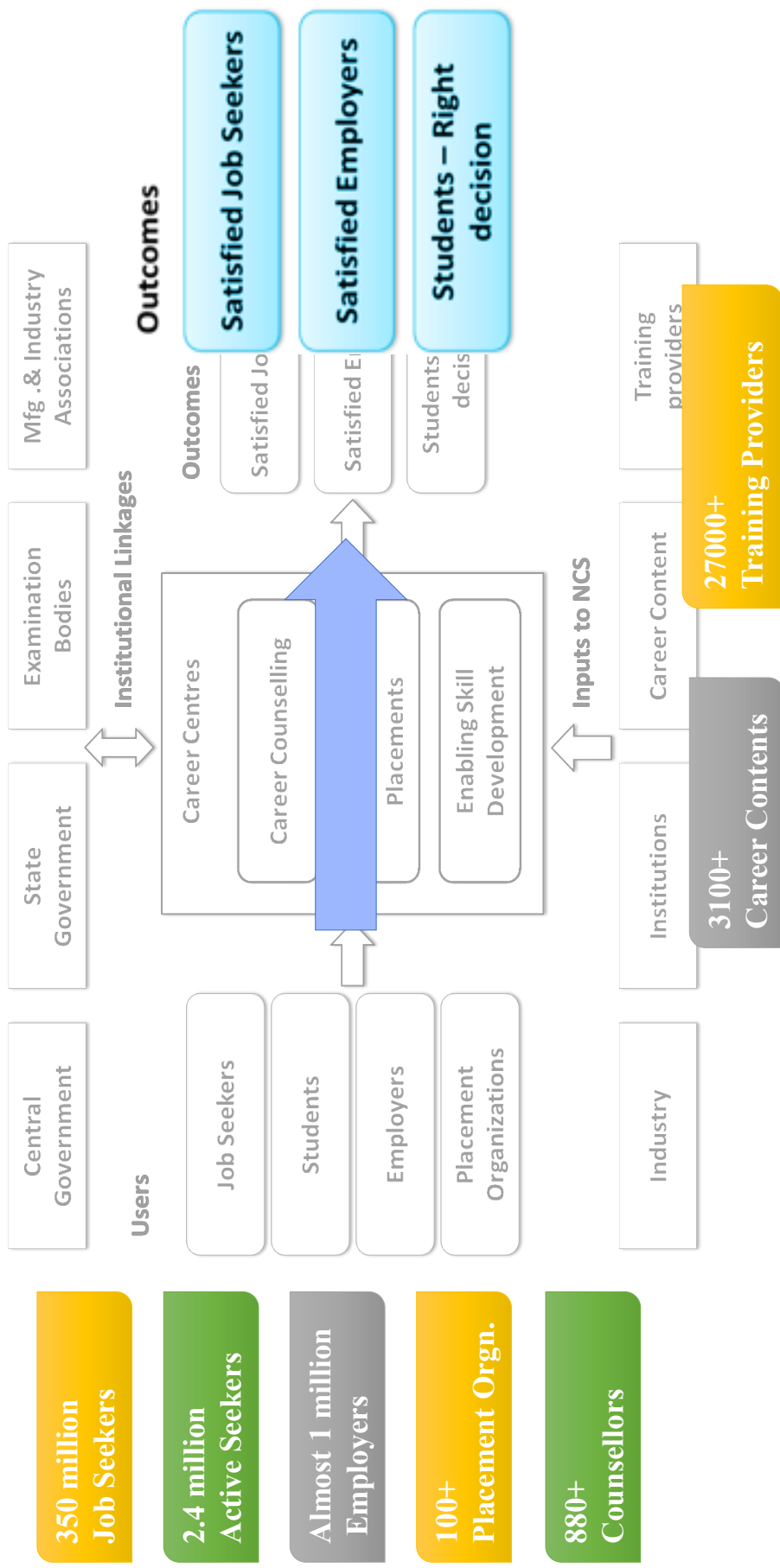
## NCS – customization possibilities

- Customization for International use:
  - The program can be customized for countries to suit regulations / access / processes
  - It can also be linked to skill training programs, accredited training centres and database of government certified job-seekers
- Action also underway for the Career portal to pull and push data from LMIS (Labour Market Information System), being planned by GOI
- Further customization can be explored Government to Government under existing MOUs

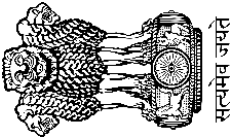


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# NCS – Current Status

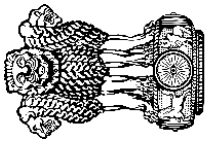






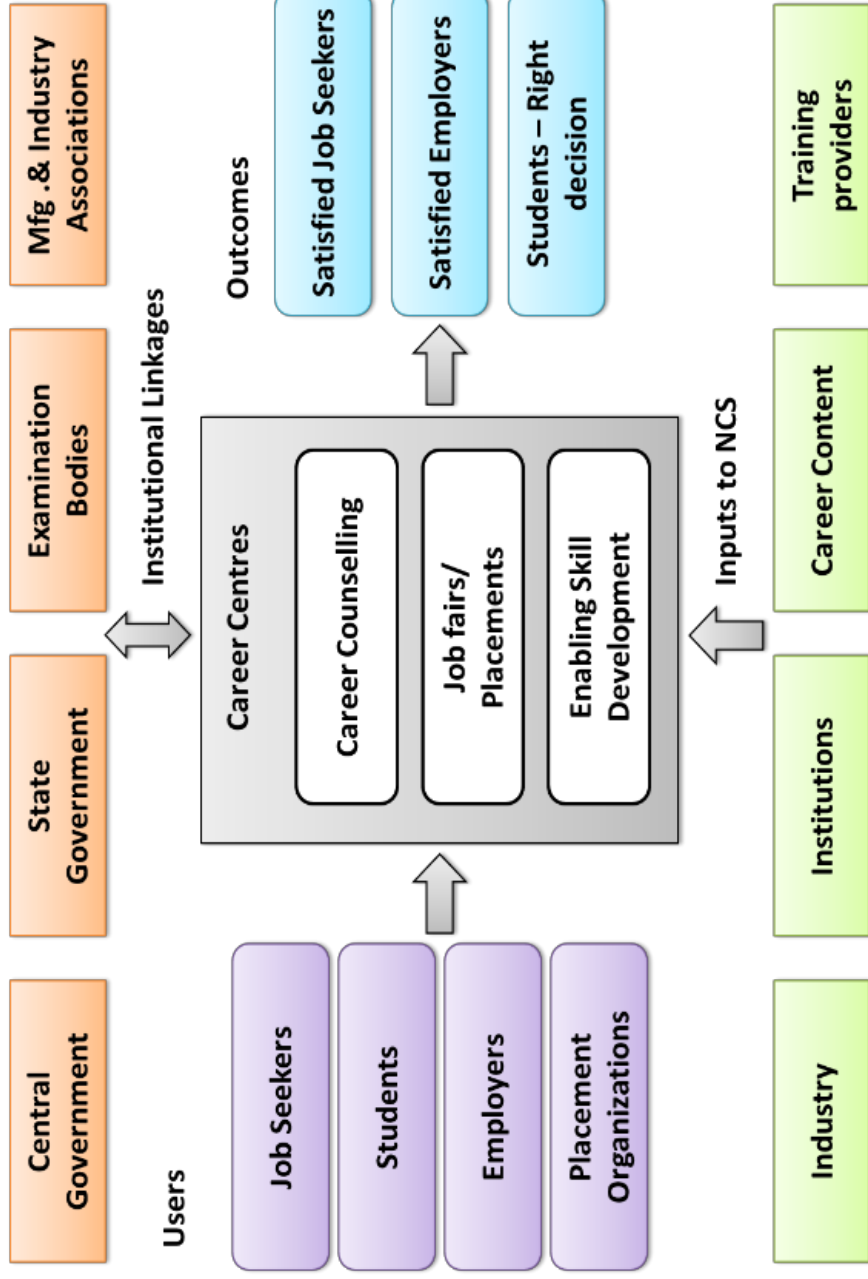
# Detailed Portal functionality

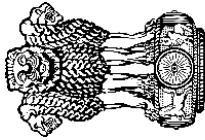
- Stakeholders
- Information Packs to enable all stakeholders
- Functionality by stakeholders:
  - Job-seekers
  - Employers, Govt. Dept. & Placement Organization
  - Local Services
  - Career Centre
  - Counsellor
  - Skill Provider



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# NCS Stakeholder Overview





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# Information packs to assist all stakeholders

## Job Description

## Educational Qualifications & Training

## Key Competencies

## Career Progression path

## Expected Earnings

## Market Trends etc.

Information in packs for job-roles to manage aspirations & expectations across all key stakeholders – one-stop shop for career making

Should be customizable according to Mutual Recognition\*\*, will help Employers post jobs, job-seekers search and match posted jobs, training providers to plan courses etc.

Career Information > Apparel > Designer (Garment)

Download PDF

## Designer (Garment)

Aliases: Pattern Maker (Garments), Cutter, Tailor, Garment Maker, Garment Designer  
Industry Sector(s): Apparel

### JOB DESCRIPTION<sup>1</sup>

The tasks a Designer is expected to perform include:

- Developing, designing and making pattern for new styles
- Studying existing styles
- Developing new ideas and drawing out full scale drawing of garments on paper
- Marking and cutting out paper patterns of different parts of garments
- Getting cloth cut according to paper patterns
- Getting sample garment stitched as required
- Trying garment on model and making changes in pattern, if necessary
- Making specifications and supervising production

### WORK ENVIRONMENT<sup>2</sup>

- It is a desk job
- Need to handle a team of workers
- Local travelling maybe a part of this job role
- Part-time work and contractual jobs are available in some cities
- Work from home option is available

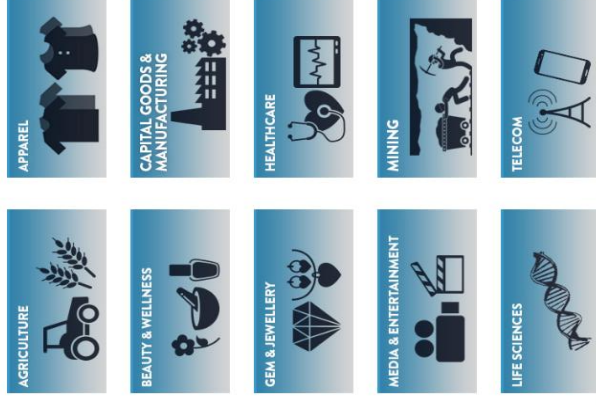
### Working hours

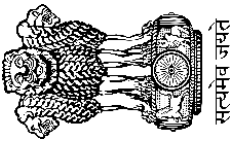
- Working hours are for 50 days a week and 9/9 hours everyday. This may vary from company to company
- Shift system maybe available
- Being self-employed is also an option. In this case, the working hours and days will be fixed

<sup>1</sup> Is this job suitable for a candidate with special needs?

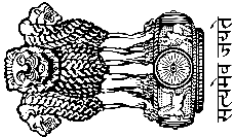
<sup>2</sup> This job is suitable for candidates with One Leg (OL), Both Leg (BL), Muscular Weakness (MW) an

**Career content by sector, across 32 sectors covering 3,100 job-roles**





# Services available to Job-seekers



## Services available to a Job-seeker

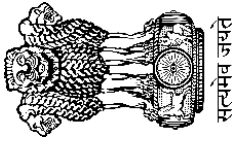
All Stakeholders need to register prior to searching jobs

Registration information includes authentication using PAN/Aadhaar and/or One Time Password (OTP) on Mobile Phone

**Functionalities**

- Search and apply for jobs
- Find information on training/skill programs
- Search and book appointment with Career Counsellor
- Participate in events and job fairs
- Finding contact information of nearest local help

The screenshot shows the National Career Service website interface. The 'Jobseeker' option in the top navigation menu is highlighted with a yellow box. The page content includes a search bar, a 'Login' section with fields for User Name and Password, and a 'Register as a New User' button. A toll-free helpline number 1800-425-1515 is also visible.



## Registration

**Job-seekers**

**Employers**

**Local Services (Certified, authenticated service providers, like Plumbers, Electricians, Drivers...)**

**Household User (Users – market for local services)**

**Skill Provider**

**Counsellor**

**Placement Organization (Companies which offer placements – including Licensed Recruiting Agents)**

**Government Dept. (government jobs attract a particular audience)**

OF INDIA

National Career Service

Ministry of Labour & Employment

Home | About us | Contact Us

Search...

Register As\*

--Select--

--Select--

**Jobseeker**

Employer

Local Services

Household User

Skill Provider

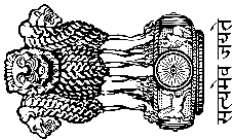
Counsellor

Placement Organisation

Government Department

Version - 3.5

Site is best viewed in... above.



# Authentication

Aadhaar / PAN (Permanent Account Number – IT)

OTP on Mobile Phone

name@example.com

+91 10 digit Mobile Number

atleast 8 characters

atleast 8 characters

Unique Identification Type\*

Aadhaar Card  
Aadhaar Card  
Pan Card  
Voters' Identity Card  
Passport  
Driving License  
Nrega Job Card  
UAN Number

Unique Identification Number\*

Choose Your Username\*

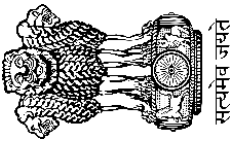
Affiliations

Enter comma separated values

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

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## Ability to add details

### Feature to add CV's

This allows the Job-seekers to search jobs based on Skills and/or past work experience

Limiting search by geography can also be implemented\*\*

Job Seeker | Local Services | Career Center | Counsellor | Skill Provider | Placement Organisation | Govt. Dept. | Report

Personal Info | Physical Attributes | Communication | Education & Training | Experience | Other Skills | My References

### Personal Information

Select image

Your NCS ID is : J10H65-174311542179

Gender \*  Male  Female

Title CA  Mr.

First Name \* Ashish

Middle Name

Last Name Puna

Display Name Abhishek   
(As per Aadhaar details)

Date of Birth \* 12/06/1974

Email dubey@hpe.com

Mobile \* +91 99533202

Marital Status \* Never Married

Mother's Name

Guardian/Father's Name \* RK

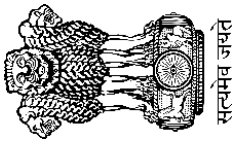
Religion \* Hinduism

Caste Certificate Number Abhishek

Caste General

Issued By Abhishek





## Job search

Multiple components for speed & increased relevance of search results

Ministry of Labour & Employment

Abhishek ▾

Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Repo

### Job Preferences

Job Role: computer operator

Relevant Experience in Job Role: 5 In Years

Sector: Administrative And Support Service Activities  
Agriculture, Forestry And Fishing  
Arts, Entertainment And Recreation  
Construction  
Education  
(Click the first Sector, then press & hold the ctrl/key to select multiple)

Preferred Location: Nct Of Delhi  
Please enter City or State

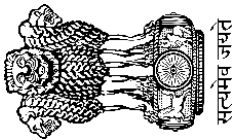
Expected Salary: Monthly (in ₹) 5000 Organisation Type: Private

Job Nature: Full Time Shift Timings: Day

Clear Save Se

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## Results from partner portals

Posted Jobs on partner sites (monster in this example)

Reference from NCS will also be shown to Employers

Administrative And Support Service Activities  
Administrative, Executive, And Clerical  
(Click the first Sector; then press & hold the ctrl key to select multiple)

Total Work Experience: 0

--Select-- In Years Organisation Type --Select--

Advanced Search Search Clear Reload Search Save Search

Jobs

Peoplestrong HR Services Pvt. Ltd (2-4yrs.)  
Company: Powered by Monster (on behalf of People Strong HR Services Private Limited)

Skill Required: hiring, hr, call monitoring  
Job Description: Hi we are iring for a quality analyst for my company PeopleStrong. 1. Excellent communication skills. 2. good hands on knowledge for experience on transactional/ calls monitoring framework , feedback and coaching accuracy reports and dashboards preparation. 3. Settling up qualif...

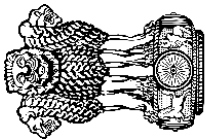
Quality Analyst QA (2-4yrs )  
Company: Powered by Monster (on behalf of Lycos Internet Limited)

Location: Not Specified  
Skill Required: S; and#x22  
Job Description: andnbsp; Should have experience in Selenium, Automation and ERP TestingShould have experience in Creating Test scripts, Test cases.Should have good knowledge in Selenium. Should have experience any Scripting / Programming Language

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# Tracking of Interview calls

Calendaring of all Interview calls

With the option to take actions

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National Career Service  
Ministry of Labour & Employment

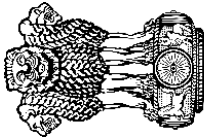
Search... Abhishek

Skip to Main Content हिंदी Home | About us | Contact Us

Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Reports

### My Interviews

driver SUV (0-0 yrs.) Company: DGET Interview Mode: Telephonic Interview Date and Time: 18/09/2015 10:00AM	
DriverAUTO (4-10 yrs.) Company: Sarthak Logistics Interview Mode: In person Interview Venue: DGET OFFICE Interview Date and Time: 14/10/2015 03:15AM Comments: Please come on Time	
Driver INDICA Car new 0 7 no total exp (2-5 yrs) Company: Sarthak Logistics Interview Mode: Telephonic Interview Date and Time: 11/11/2015 07:13AM Comments: come on time	
driver (0-0 yrs.) Company: indus cottage Interview Mode: In person Interview Venue: Yrudy Interview Date and Time: 21/01/2016 05:46AM Comments: uyfyu	
DRIVERSUV (3-10 yrs.) Company: indus cottage Interview Mode: Telephonic Interview Date and Time: 29/01/2016 04:00AM	
data entry operator (0-0 yrs.) Company: indus cottage Interview Mode: In person Interview Venue: NIELIT, Mohali	



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# Tools for the Job-seekers

Tools to help Job-seekers zero-in on the right job

Current tool – O’Net

Other tools – PI etc.

The screenshot displays the National Career Service website. The header includes the Ministry of Labour & Employment logo and navigation links: Home | About us | Contact Us, Search, Abhishek, and a menu with Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, Govt. Dept., and Reports. The main content area is titled 'Assessment Tool' and contains the following text:

**What is O'NET?**  
O'NET, the Occupational Information Network, is a comprehensive database of worker attributes and job characteristics. As the replacement for the Dictionary of Occupational Titles (DOT), O'NET is the nation's primary source of occupational information.

**Who Developed O'NET?**  
O'NET is being developed under sponsorship of the US Department of Labor/Employment and Training Administration (USDOL/ETA). The National O'NET Program is being developed to accomplish the development of O'NET and its related products for ETA. O'NET continues to be developed through a grant to the North Carolina State University which operates the National Center for O'NET development.

**The O'NET Content Model**  
The O'NET database identifies, defines, describes and classifies occupations. The Content Model is organized into six major domains. These are: Worker Requirements, Experience Requirements, Occupational Requirements, Occupational Characteristics, and Occupation-Specific Information. The site user to focus on areas of information that specify the key attributes and characteristics of workers and occupations.

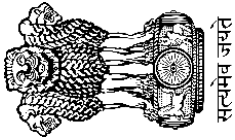
**Disclaimer**  
To view the Disclaimer click here

**Download**  
To Download the Assessment tool click here

To Download the Assessment tool User Guide click here

**How to interpret the result**  
To get the help to interpret the result click here

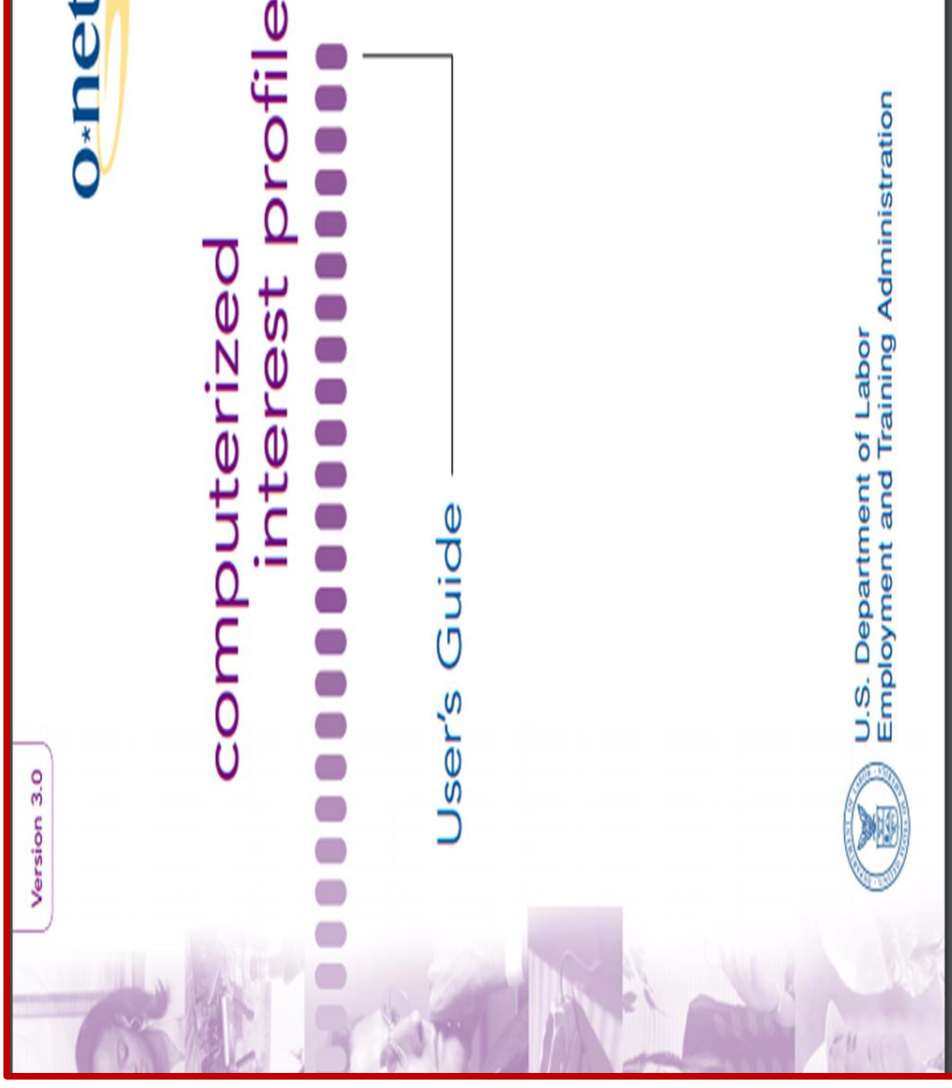
The footer contains: NCS Policy, Terms & Conditions, Disclaimer, Sitemap, Grievance, © Content Owned and Updated by Ministry of Labour & Employment, Site is best viewed in IE 10 and above with 1024/768 resolution and above, and Version - 3.5.

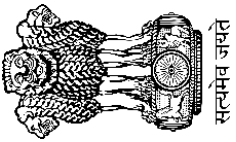


## O-net is based on

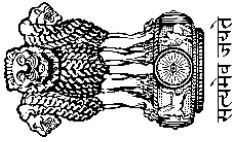
Interest profiler

Based on entry assessment as per US Department of Labour





# Services available to Employers



## Services available to an Employer

Again, registration is essential for use

Only authenticated registered Employers can use the portal

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National Career Service  
Ministry of Labour & Employment

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

Search...

Download Portal Features D

Login  
Login As  
User Name  
Password  
New User? Sign Up  
Forgot Password?  
NCS Users Login Here

Toll Free Helpline  
1800-425-1515  
Timing: Tue-Sun 08:00 AM

News & Updates  
There is no latest news

Job Fairs & Events

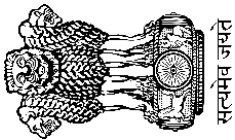
Career Information

Register as a New User

Find a Job

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## Only registered Employers

Can post jobs

Ministry of Labour & Employment

NCS brings together -

- ✓ Career Centers
- ✓ Jobseeker Registration
- ✓ Get career guidance from career counsellor
- ✓ Skill Providers with career building courses
- ✓ Employer Registration

● ○ ○ ○ ○ ○ ○

Register as a New User

Career Information

Job Fairs & Events

Login

User Name  
Please Enter User Name.

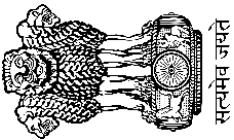
Password  
Please Enter Password.

New User? Sign Up  
Forgot Password?  
NCS Users Login Here

Toll Free Helpline  
1800-421800-42  
Timing: Tue-Sun  
PM

News & Updates  
Nation by Hon'ble Prime Minister  
Narendra Modi on 20th July  
4th Indian Labour Conference

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## Employer Dashboard

Main screen for the following:

- Post a Job quickly
- Review/ access posted jobs from History
- MIS (posted, closed, expired etc.)

11A Skip to Main Content [हिंदी](#)

Home | [About us](#) | [Contact Us](#)

Search... [Sameer Khurana](#)

Press **F11** to exit fullscreen

**al Career Service**  
your & Employment

**Employer** Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept.

### Q Search User

Type of Profile/expertise/Skill, etc

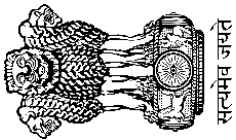
Please enter City or State

--Select Sector--

### Recent Job Posted

Job ID	Job Title	Job Role	# Applications
11V57-1431315701	dgg		0
11V57-112608201	Cab Driver		4
11W83-1655120009	Primary Teacher		0
11W63-1125033037	Associate Software Engineer		0
11X86-1110190506	SALES OFFICER		0

[View All](#)



# Post a Job

## Overview

**Post New Job**

**Reference ID**

**Organisation Type**

**Sector**

**Job Title \***

**Job Description \***   
Minimum 100 and Maximum 1000 Characters are Allowed in Job Description.

**Is Future Job?** Job posted for your future requirements will be visible to candidates after activation of the job.

**Desired Qualifications**

**Minimum Qualification \***

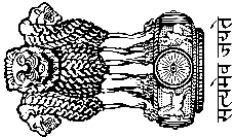
**Total Experience (in years)**

**Relevant Experience (in years)**

**Location**

**Key Skills \***

**Nature of job \***



## Actions on posted Jobs

**Copy:** Copy job details for a similar posting

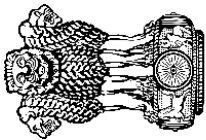
**Close:** close posted jobs

**Edit:** edit posted jobs

**Search:** suitable data from Job-seekers

**Schedule Interviews:** plan interviews with suitable Job-seekers

Job ID	Job Title	Created On	Expiry On	Leading Matches	Other Matches	Job Status
<input type="checkbox"/> 11X85-1431315701	dgg	02/05/2016	09/05/2016	0	0	Published
<input type="checkbox"/> 11W83-1655120009	Primary Teacher	28/04/2016	20/05/2016	0	0	Published
<input type="checkbox"/> 11X85-1005281238	COMPUTER OPERATOR	30/03/2016	29/05/2016	1	0	Published
<input type="checkbox"/> 11X85-1006497671	Driver INDICA Car new 7	30/03/2016	29/05/2016	2	1	Published
<input type="checkbox"/> 11X85-1007141837	Computer Operator	30/03/2016	29/05/2016	1	0	Published
<input type="checkbox"/> 11X85-1007312672	DriverAUTO	30/03/2016	29/05/2016	1	1	Published
<input type="checkbox"/> 11X85-1007507933	Driver INDICA Car No Experience	30/03/2016	29/05/2016	1	0	Published
<input type="checkbox"/> 11X85-1052103734	Driver Quality Kiosk Issue Testing	30/03/2016	29/05/2016	0	0	Published
<input type="checkbox"/> 11X85-1428426378	Computer Operator	30/03/2016	29/05/2016	1	0	Published
<input type="checkbox"/> 11X85-1429085577	teacher	30/03/2016	29/05/2016	1	0	Published



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## Search

Candidates can be searched on various parameters to find most suitable candidates

Search criteria can be saved for reuse

**Key Skills**

**Additional Key Skills**

Leave this field empty to bypass in search.

**Save Search Criteria**

**Reload**

**Search**

---

**Qualifications**

**Minimum Qualification Required:** DIPLOMA AFTER 12TH ▾

**Desired UG Qualification** --Select-- ▾

**Desired UG Qualification Specialization** --Select-- ▾

**Year of Passing**

To

---

**Desired PG Qualification** --Select-- ▾

**Desired PG Qualification Specialization** --Select-- ▾

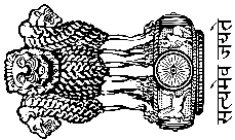
**Year of Passing**

To

---

**Desired Doctorate/Ph.D Qualification** --Select-- ▾

**Desired Doctorate/Ph.D Qualification Specialization** --Select-- ▾



## Search results

Access detailed profiles of most suitable from pool of registered Job-seekers

Employer
Local Services
Career Center
Counsellor
Skill Provider
Placement Organisation
Govt. Dept.
Reports

Candidate Profile

Ashish Puna

**About:**

Gender: Male      Age: 41 year(s)

Experience: 2 year(s) 0 month(s)      Expected Salary/Wages: ₹ 5000

Current Company: Not Verified

AADHAR Status: Not Verified

State: Chandigarh

Current Location: Chandigarh, Chandigarh, Chandigarh

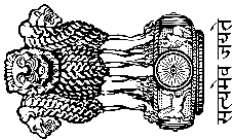
Other Skills: english tutor mS OFFICE java IL&F S Education & Services

**Experience**

Total Years of Experience	2 year(s) 0 month(s)	Last Experience Updated	05/05/2016
Current Sector	State Government	Current Employer	IL&FS Education & Se
Key Responsibilities	IL&FS Education & Services		
Current Sector	State Government	Current Employer	IL&FS Education & Se
Key Responsibilities	IL&FS Education & Services		

**Education & Training**

Education & Training	BCA	Specialization/Major	COMPUTER
Board/University	DRbamu	Institute	
Entry Date	March 2003	Year of Passing	2005
Grade	Grade	Grade/Percentage/Percentile Value	67
Nature of Course	Correspondence	Medium of Education	Hindi

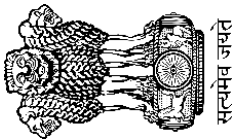


## Scheduling Interviews

Details to be provided to book time for Interviews:

- Type
- Date
- Contact person
- Venue
- Any other details can be added through the 'Comments' dialogue box

Interview Request	
Job Title	COMPUTER OPERATOR
Job Code	
Candidate Name	SAMARESH GUCHAIT
Candidate Portal ID	J10J84-1853106052669
Candidate Title	MR.
Candidate Email ID	guchait.samaresh@gmail.com
Interview Type*	Technical 1
Mode Of Interview*	Telephonic
Interview Venue*	
Interview Date*	
Interview Start Time*	0 00
Interview End Time	--Select--
Interviewer Name*	
Comment	
<input type="button" value="Send"/> <input type="button" value="Cancel"/>	

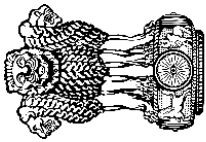


# Interview Schedule for Employer

Dashboard for all scheduled Interviews across job postings

National Career Service Ministry of Labour & Employment									
Home   About us   Contact Us									
Search... Sameer Khurana									
Employer	Local Services	Career Center	Counselor	Skill Provider	Placement Organisation	Govt. Dept.	Reports		
Scheduled Interviews									
Candidate Name	Job Title	Interview Date	Interview Venue	Mode Of Interview	Interview Status	Acti			
Sarabdeep Singh	COMPUTER OPERATOR	09/05/2016	on call	Telephonic	Active	C			
Makrand Deshpande	Cab Driver (1-30 yrs.)	07/05/2016	Noida	In person	Active	C			
Anandita Sarkaar	Driver INDICA Car No Experience	16/04/2016	noida	In person	Active	C			
Anandita Sarkaar	Driver INDICA Car No Experience	16/04/2016	noida	In person	Active	C			
farzana haque	Employment Officer	18/02/2016	EE Panaji	In person	Active	C			
ISHWAR SINGH	Data Entry Operator	07/02/2016	meerut	Telephonic	Active	C			
ramji singh	labbour	20/02/2016	in material quality	Telephonic	Active	C			
MERINA CHOUDHURI	SALES OFFICER	05/02/2016	y	Telephonic	Active	C			
MERINA CHOUDHURI	SALES OFFICER	07/02/2016	raj	Telephonic	Active	C			
MERINA CHOUDHURI	SALES OFFICER	04/02/2016	HOTEL NANDAN	In person	Active	C			





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## Closing Job from portal

Job can be closed from the Dashboard

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Skip to Main Content

Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Reports

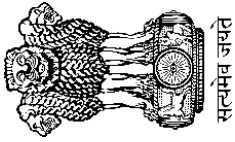
Jobs and Responses

Reason for Closing Job

--Select--  
--Select--  
Position(s) have lapsed (default when expired by scheduler)  
Too many candidates  
Suitable candidate not found  
The position/opening has been put on hold/deferred  
The position/opening has been filled up or closed  
Others (please specify)

Submit Cancel

<input type="checkbox"/>	11X85-1007141837	Computer Operator	30/03/2016	29/05/2016	1	0	Published
<input type="checkbox"/>	11X85-1007312672	Driver/AUTO	30/03/2016	29/05/2016	1	1	Published
<input type="checkbox"/>	11X85-1007507933	Driver INDICA, Car No Experience	30/03/2016	29/05/2016	1	0	Published
<input type="checkbox"/>	11X85-1052103734	Driver Quality Kiosk Issue Testing	30/03/2016	29/05/2016	0	0	Published
<input type="checkbox"/>	11X85-1428426378	Computer Operator	30/03/2016	29/05/2016	1	0	Published
<input type="checkbox"/>	11X85-teacher	teacher	30/03/2016	29/05/2016	1	0	Published



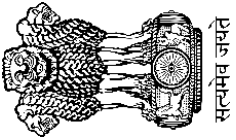
## Government Departments too can post their jobs

Similar in functionality with Employers

Separate database of jobs as the target audience is different

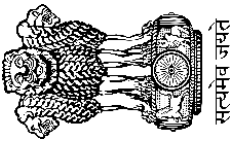
FUNCTIONALITIES

- Post new Jobs
- Search suitable candidates
- Send Interview Invites
- Participate in events and job fairs
- Finding contact info of nearest Local help

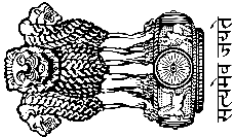


## Similar functionality for Placement Organizations

- Post Jobs & Schedule Interviews
- Treated as Employers and can search the most suitable from pool of registered Job-seekers



# Services available to Local Service Providers & Household Users



## Services available for Local Services

Registration services for Certified Self-Employed Professionals

- Plumbers
- Electricians
- Chartered Accountants etc.

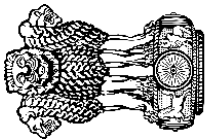
Registered users can request for one-time services

Authentication through Aadhaar/ PAN

**Local Services**

**Functionalities**

- Registration of service providers
- Receive Feedback / Reviews
- Call Center Support to update profiles
- Email / SMS alerts, notifications
- View/Participate in events/job fairs
- Select desired locality, availability, timings, type of engagement



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## Local Service Provider can

Register in specific categories

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Press **F11** to exit fullscreen

Ministry of Labour & Employment

Register

Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Report

Registration

Register As\*

Already Registered With  None  Employment Exchange  Skill Providing Institute

Local Services Type\*

First Name\*

Middle Name

Last Name

Gender\*

Date of Birth\*

Guardian/Father's Name\*

Highest Education Level\*

State\*

Local Services

--Select--

--Select--

Aayah/Child caretaker

Beautician

Carpenter

Construction/Laborer

Cook

Driver

Electrician

Gardener

Garment tailor

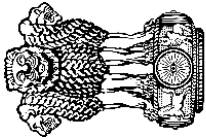
Maid/Housekeeping

Nurse

Plumber

Security/Guard

Teacher



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## Users of local services can register as

**Household User**

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of Labour & Employment

Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Reports

Registration

Register As \*

Local Services

Already Registered With

Local Services Type \*

First Name \*

Middle Name

Last Name

Gender \*

Date of Birth \*

Guardian/Father's Name \*

Highest Education Level \*

State \*

Local Services

--Select--

Jobseeker

Employer

Local Services

**Household User**

Skill Provider

Counsellor

Placement Organisation

Government Department

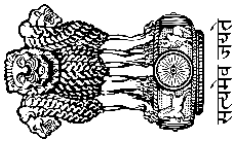
Skill Providing Institute

Male  Female  Transgender

Select from calendar

--Select--

--Select--



## Household User

Minimum set of information

**National Career Service**  
Ministry of Labour & Employment

Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Reports

Search... Notice

Register As\* Household User

First Name\*

Middle Name

Last Name

Gender\*  Male  Female  Transgender

Mobile\*  10 digit Mobile Number

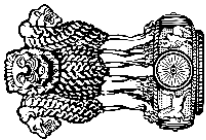
Email

Password\*

Retype Password\*

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





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## Household User can

Provide feedback after use

This is crowd-sourcing of reputation, and this can influence selection of Local Service Providers

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istry of Labour & Employment

Press **F11** to exit fullscreen

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Employer Local Services Career Center Counsellor Skill Provider Placement Organisation Govt. Dept. Reports

Feedback on Local Services

Request Number

Date of Request between

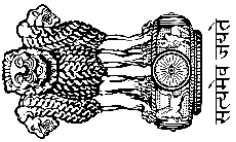
Search

Request #	Request Date	Type of Service	Providers	Feedba
0805201609FD1A4C	8-May-2016	Cook	Gurpreet S	Giv Fe
08052016FB87C57	8-May-2016	Cook	Gurpreet S	Giv Fe
040220167FD81B1C	4-Feb-2016	Beautician	gideon sumi title	Feedba
040220168927AA34	4-Feb-2016	Beautician	gideon sumi title	Feedba
030220165409AA63	3-Feb-2016	Security/Guard	sanjit	Feedba
030220165DF6A886	3-Feb-2016	Gardener	PRITHIRAJ	Giv Fe
03022016C7003391	3-Feb-2016	Gardener	NIELIT	Giv Fe
03022016ADF2BDDF	3-Feb-2016	Maid/Housekeeping	NIELIT	Giv Fe

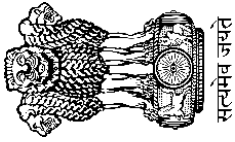
NCS Policy Terms & Conditions Disclaimer Sitemap Griev

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Site is best viewed in IE 10 and above with 1024/768 resolution and above.  
Version - 3.5

loyer/EmpViewCases.aspx?U=B...



# Services available to other stakeholders



## Services available to Career Centres

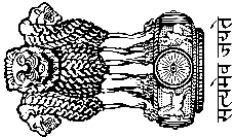
Register multiple stakeholders

Plan Counselling sessions

Create traffic for Job Fairs (both Employers & Job-seekers)

FUNCTIONALITIES

- Register Jobseeker, employer, local help counsellor and placement organization
- Search Candidates based on Criteria
- Search/download candidate profile
- Discussion forum for career center
- Create job fairs and events
- View internal counselling calendar
- Manage users and roles

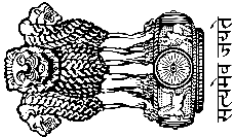


## Services available to Counsellors

In addition to scheduling counselling sessions, counsellors can also participate in Job Fairs and Events being organized by registered stakeholders

**Functionalities**

- Publish counselling calendar
- Schedule counselling session
- Approve/Cancel session bookings
- Offer different modes of counselling
- Update profile, services
- Apply for jobs, set job preferences
- Participate in events and job fairs
- Find contact info of nearest Local help

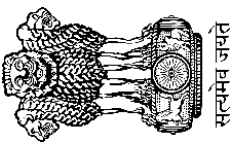


## Services available to Skill Providers

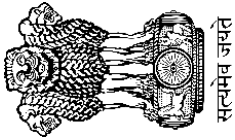
Skill training centres can register and upload profiles  
Can also publish calendars for programmes in the future

FUNCTIONALITIES

- View and update profile
- Access to a large database of training seekers
- Information on various skill training and placement programs
- Publish details on upcoming skill development/training programmes
- Find contact info of nearest local help



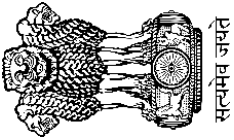
# Reports



# Reports

Reports by stakeholders

The screenshot shows the National Career Service website interface. At the top, there is a navigation menu with links for Jobseeker, Employer, Local Services, Career Center, Counsellor, Skill Provider, Placement Organisation, and Govt. Dep. A search bar is located in the top right. The main content area features a list of services: NCS brings to you Career Centers, Jobseeker Register, Get career guidance, Skill Providers with you, and Employer Register. Below this, there are buttons for 'Find a Job', 'Register as a New User', 'Career Information', and 'Job Fairs & Events'. A red box highlights the 'Reports' link in the top navigation menu. A yellow box highlights a list of report categories: Functionalities, Jobseeker reports, Employer reports, Counsellor reports, Job vacancy reports, Local service providers reports, and Other reports.



# Thank you for the opportunity

For more information, please contact:

**Mr. Pravin Srivastava**

Deputy Director General (Employment),

National Career Service Portal

Ministry of Labour & Employment (MoLE),

Government of India

Phone: +91-11-23473226, Fax: +91-11-23350896

Email: [ddg-dget@nic.in](mailto:ddg-dget@nic.in)