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Training & Placement Cell

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NOTICE

All the final year students are requested to register themselves on National Career Service (NCS) portal as jobseekers to access the various career related service through an NCS offline application on the NCS portal: www.ncs.gov.in

The instructions for registration and uploading data is given in the attachment herewith.

17/09/19

Training & Placement Officer

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*Standard Operating Procedure (SOP) - NCS Offline Application for Registration of
Jobseekers / Students*

Introduction about NCS

The Directorate General of Employment, Ministry of Labour and Employment is implementing the National Career Service (NCS) Project to address the gaps in the employment market by strategic interventions and partnership with leading institutions/universities and organizations.

2. National Career Service is a common platform that brings together stakeholders like Job Seekers, Employers, Counsellors, Local Service Providers, Skill Providers etc. and facilitates job postings, job search, shortlisting of candidates based on different parameters like qualification, college, city, state etc., sending out interview requests, selection of candidates, etc. These services are provided free of cost on NCS portal.

Scope of Integration with NCS

3. Students of colleges and universities may be registered on the NCS Portal as jobseekers using an offline application to access the various career related services available on the Portal. The instructions for using NCS offline application are as follows:

Instructions

4. Download the NCS offline application from the following URL and install it on multiple windows desktop/laptop.

<https://spstaging.ncs.gov.in/Documents/NCSEOfflineBuildProduction-20180530-65.rar>

After installation, follow the below steps to configure the application using the credentials given in the mail.

- I. Login to Offline application using following credentials.
 - a) Username: < shared in the mail >
 - b) Password: < shared in the mail >
- II. Go to Setting and update the following fields with the Profile Synchronization credentials as given in the mail.
 - a) User Name for Synchronization : <shared in the mail>
 - b) Password for Synchronization : <shared in the mail>
- III. Save the details and then go to Home, to start using the application.

- IV. When system is connected to the Internet, click on Synchronize Masters button to check and update latest version of Application.
- V. Now, Click on **Register Profiles** button to add new candidates/students Profile Offline. The detailed information of the student including mobile number and email id needs to be filled in.
- VI. Once all the final year students are registered on offline application form, go to Home and click on **Synchronize Profiles** button.
- VII. Select the profile to be synchronized, and click on **Synchronize** button.
- VIII. Application will synchronize the profiles with the central NCS server. Once profiles are synchronized with central NCS server, the registered candidates will get credentials for login into NCS portal through SMS on registered mobile number.
- IX. Candidates can then start using NCS Portal directly using these credentials.