भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH
स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)

वी. रामलिंगस्वामी भवन,अन्सारी नगर,पोस्ट बॉक्स 4911,नई दिल्ली-110 029
V.RAMALINGASWAMI BHAWAN,ANSARI NAGAR, POST BOX-4911, NEW DELHI-110029

संख्या 18/1/2017 प्रशासन-2 दिनांक 11.1.2017

सेवा में,

निदेशक/प्रभारी निदेशक
परिषद के सभी स्थाई केन्द्र/संस्थान

Subject : To post vacancies on the National Career Service (NCS) Portal -regarding.

महोदय/महोदया,

मुझे उपरोक्त विषय पर अर्धसरकारी पत्र संख्या DGET-5/18/215-NCSP दिनांक 23 दिसम्बर,2016 जो कि श्रम एवं रोजगार मंत्रालय, नई दिल्ली से प्राप्त हुआ है को सूचनार्थ एवं आगे की कार्रवाई हेतु भेजने का निदेश हुआ है ।

भवदीय,

(भारत भूषण)
प्रशासन अधिकारी
कृते महानिदेशक

अनुलग्नकः उपरोक्त

प्रतिलिपिः-
1 निजी सचिव, महानिदेशक/ अपर महानिदेशक/वरि0 उपमहानिदेशक/वरि0 वित्त सलाहकार
2 तकनीकी प्रभागों के प्रमुख
3. सहा. महानिदेशक (प्रशासन) (अ.ख.) / (जो.पाल)
4. वैज्ञानिक-जी (बी आई सी)- उपरोक्त कार्यालय ज्ञापन को आई.सी.एम.आर वेबसाइट पर डालने के लिए ।

एम॰ सत्यवति, आई॰ए॰एस॰
भारत सरकार के सचिव
M. SATHIYAVATHY, I.A.S.
Secretary to Govt. of India

श्रम एवं रोजगार मंत्रालय
श्रम शक्ति भवन
नई दिल्ली 110001

MINISTRY OF LABOUR & EMPLOYMENT
SHRAM SHAKTI BHAVAN
NEW DELHI - 110001

Tele : 91-11-23 71 02 65
Fax : 91-11-23 35 56 79
E-mail :secy-labour@nic.in

D.O. No. DGET-5/18/2015-NCSP   December 23, 2016

Dear Secretary,

Kindly refer to our DO letter of even No. dated 23.06.2016 (**Annex-I**) requesting all Government Departments to post vacancies on the National Career Service (NCS) Portal (www.ncs.gov.in) in light of DOP&T's OM dated 13.06.2016. The Department of Personnel & Training has further clarified vide Office Memorandum dated 02.11.2016 (**Annex-II**) that posting of vacancies is now mandatory on the NCS Portal. This decision has been taken in pursuance to the recommendations of the Group of Secretaries on Good Governance for having a common unified portal for all vacancies.

2.   The NCS Portal is a free-to-use portal and has a hassle-free registration process for Government Departments for posting their vacancies (a step-by-step procedure is at **Annex-III**). I request that suitable instructions may please be issued to all Departments/ Organisations/Undertakings/Corporations/Societies under your administrative control to post vacancies on the NCS portal and also search for eligible candidates where feasible. Further, linkages to the NCS portal and its logo may be displayed in the vacancies section of your website. In case of any clarification, please do contact Shri Pravin Srivastava, Deputy Director General (Employment) {Telefax: 011-23350896; email: ddg-dget@nic.in} who is the Nodal Officer for the project.

With regards,

Encl: As above.

Yours sincerely,

JS (VKG)   DDG (A)

(M. Sathiyavathy)

Ms. Soumya Swaminathan,
Secretary,
Department of Health Research,
& Director General,
Indian Council of Medial Research,
Ramalingaswami Bhawan,
Ansari Nagar, New Delhi – 110 029

Sr. DDG(A) ICMR OFFICE

Diary No.......................

Date..4.1.12017...........

"बाल श्रम रोकें"   **"STOP CHILD LABOUR"**

बाल श्रम रोकें
श्रम एवं रोजगार मंत्रालय
Secretary to Govt. of India

MINISTRY OF LABOUR & EMPLOYMENT
SHRAM SHAKTI BHAVAN
NEW DELHI - 110001

CHILD LABOUR

June 23, 2016

D.O.No.DGET-S/18/2015-NCSP

Dear Secretary,

One of the key priorities of the Government is employment generation and making accessible employment opportunities to youth throughout the country. The National Career Service (NCS) Project is being implemented by this Ministry to address the gaps in the employment market by strategic interventions and partnership with leading institutions and organisations. With the active involvement of the Central and State Governments, the NCS has 3.6 crore job seekers registered on the Portal which includes the data migrated from the States. In the last few months, NCS has made available over 80,000 vacancies from various sectors and the number is steadily growing. Further, DoP&T has issued a circular for posting of government vacancies on the NCS portal (copy enclosed).

2.   The Government's intent to improve the public employment services began with a National Portal (**www.ncs.gov.in**), establishment and operationalization of 100 Model Career Centres (MCCs), capacity building of employment officers and organization of job fairs. The NCS Portal has a rich repository of career content of over 3500 occupations across 52 sectors. A dedicated toll free helpline is also operational at **1800–425–1514** to guide users in availing services under the NCS. To further enhance reach, the over 1.5 lakh Common Service Centres are also vibrant partners on the NCS and users can access NCS services through these centres.

3.   I request that suitable instructions may please be issued to all Departments/Organisations/Undertakings/Corporations/Societies under your administrative control to post vacancies on the NCS portal and also search for candidates where feasible. Further, linkages to the NCS portal and its logo may be displayed in the vacancies section of your website. In case of any clarification, please do contact Shri Pravin Srivastava, Deputy Director General (Employment) {Telefax: 011-23350896; email: ddg-dget@nic.in} who is the Nodal Officer for the project.

With regards,

Yours sincerely,

Sd/-
(Shankar Aggarwal)

Encl: As above.

All Secretaries, Government of India.

Copy to:1/ Shri A.R. Sihag, Secretary, UPSC, Dholpur House, Shahajan Road, New Delhi - 110069.
2. Shri Ashim Khurana, Chairman, SSC, Block No- 12, CGO Complex, Lodhi Road, New Delhi – 110091.
3. Shri A.K. Mittal, Chairman, Railway Board, Rail Bhawan, New Delhi.

(Shankar Aggarwal)

North Block, New Delhi Dated 2 November 2016

OFFICE MEMORANDUM

Subject: Recruitment of Staff through Employment of Exchanges-regarding

The undersigned is directed to refer to this Department's OM No. 14024/1/2016- CSH (D) dated 13.06.2016 (copy enclosed) wherein it was conveyed that in addition to reporting of vacancies to the local Employment Exchange/Central Employment Exchange and publication of advertisements in the Employment News/ Rogar Samachar for wide publicity, advertisement of vacancies may also be placed at the National Career Service (NCS) Portal of Ministry of Labour & Employment, which has been developed primarily to connect the opportunities with the aspiration of youth.

2.   It has now been decided that advertisement of vacancies shall now be mandatorily placed at the National Carrier Service (NCS) Portal, developed by Ministry of Labour and Employment. This will be in addition to other procedures indicated in para 1 of this Department's OM No. 14024/1/2016- CSH (D) dated 13.06.2016.

3.   These instructions shall be applicable to all service/ posts. All Ministries/ Departments are requested to bring these instruction to the notice of all concerned including attached and subordinate offices.

(N SRIRAMAN)
Director

All Ministries/ Department of the Governement of India
Copy to:

1.   All State Government /Union Territory Administrations
2.   Office of CA&AG
3.   Secretary, UPSC
4.   Staff Selection Commission, CGO Complex, New Delhi
5.   Lok Sabha Secretariat, New Delhi
6.   Rajya Sabha Secretariat, New Delhi
7.   Director General Employment Training

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OFFICE MEMORANDUM

Subject: - Recruitment of Staff through Employment Exchanges, regarding.

* * *

In continuation of this Department's Office Memorandum No. 14024/2/96-Estt. (D) dated 18th May, 1998 and further amended vide OM of even number dated 09th November, 2005 on the above noted subject wherein it has been prescribed that all vacancies to be filled on regular basis, except those which fall within the purview of UPSC/Staff Selection Commission, are to be notified in the local Employment Exchange/Central Employment Exchange as per the provisions of the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959. In addition to the reporting of the vacancies to the local Employment Exchange/Central Employment Exchange, it has been stipulated that the vacancies should be given wide publicity on an all India basis. In this regard, it was advised that the advertisement should be placed in the Employment News/Rozgar Samachar published by the Publication division of Ministry of Information & Broadcasting. Such recruitment notices are also to be displayed on the Office Notice Board.

2. It has been decided that in addition to the above procedure, advertisement of vacancies may also be placed at the National Career Service (NCS) Portal of Ministry of Labour & Employment, which has been developed primarily to connect the opportunities with the aspiration of youth.

3. These instructions shall be applicable to all services/posts. All Ministries/Departments are requested to bring these instructions to the notice of all concerned including attached and subordinate offices.

(Rajesh Sharma)
Under Secretary to the Govt. of India
Tele. No. 23040340

All Ministries/Departments of the Government of India.

Copy to:-
1. All State Governments/Union Territory Administrations.
2. Office of C&AG.
3. Secretary, UPSC.
4. Staff Selection Commission, CGO Complex, New Delhi.
5. Lok Sabha Secretariat, New Delhi.
6. Rajya Sabha Secretariat, New Delhi.
7. Director General Employment Training.
8. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
9. All attached and sub-ordinate offices of DOPT.
10. Ministry of Railways/Department of Financial Services/Department of Public Enterprise/Department of Atomic Energy/Department of Space/Department of Electronics/Department of Non-Conventional Energy Sources.
11. NIC for placing this information on the website of DOPT.

3

Ministry of Labour & Employment
Directorate General of Employment

National Career Service (NCS) Portal -
Steps for registration and posting of vacancies by Government Organizations

The Ministry is implementing the National Career Service (NCS) Project as a Mission Mode Project for transformation of the National Employment Service to provide a variety of employment related services like job matching, career counselling, vocational guidance, information on skill development courses, apprenticeship etc. To provide these services online, a National Career Service Portal has been developed. The NCSP is supported by Call Centre/Helpdesk and a network of delivery channels including employment exchanges. NCS Portal has been developed and hosted at URL **www.ncs.gov.in** with a toll free number **1800-425-1514** to assist and guide youth in accessing employment related services. The NCS portal was dedicated to the Nation by Hon'ble Prime Minister on 20th July, 2015.

2.   This is a **free to use** portal by both public and private employers and has gained wide acceptability with over 3.7 crore job seekers, 14.8 lakh employers, and over 3 lakh jobs mobilized. Department of Personnel & Training (DoP&T) vide OM dated 02.11.2016 has now made it mandatory for all government vacancies to be posted on the NCS Portal.

3.   Government Departments can easily register on the NCS Portal, create their own User IDs, create sub-users (for different Divisions/Units/Sections etc.), search eligible candidates etc. To maintain authenticity of the users, certain KYC details of the person registering (Aadhaar/PAN/Email/Mobile etc.) are also sought. Certain standardized reports are available on the NCS portal. The key features are summarized below:

3.1 Government Department Registration and Login

a. Access the URL – www.ncs.gov.in for NCS portal and click on **Sign up** link on right side of home page to initiate the registration process (for creation of username and password).

b. On the user registration page, select the 'Government Department' option from the drop down menu at the top and fill up the details on the page. Government Department users should preferably have an email with NIC.IN or GOV.IN domain. Users not having such email IDs may provide email with other domain and MoLE will approve the same.

c. On clicking the **Submit** button at the bottom of the user registration page, a one-time-password (OTP) will be sent to the registered mobile number entered by the user. Enter the OTP in the appropriate place and click on **Submit** button.

d. After verification of the OTP, an NCS ID is generated for the organization. Keep a note of the NCS ID for future communication.

e. The government user can now login to the NCS portal by using these valid credentials (username and password).

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3.2 View/Update Government Department Profile

a. Login to NCS portal and click on **View/Update Profile** link on the left panel.

b. The Government Department Profile screen is displayed. Edit the required details to be changed and click on **Update** button. NCS facilitates creation of sub-users under one primary user. (Refer point 3.5 below for creating and managing sub-users)

3.3 Post a New Job/Vacancy

a. Login to NCS portal and click on **Post new job** link on the left panel.

b. On this page, enter the required information for posting the new job like- Job title, description, location, qualifications, experience, pay scale etc. By default, the job posting will be displayed to the candidates for a period of 60 days from the date of posting. In case the posting is required for a longer period, the date of expiry may be extended after posting the job.

c. After filling the required details, click on **Post Job** button. This posting can now be seen by all users on the NCS Portal.

d. Users may click on **Save as Draft** button also, to save the current job in the draft mode. The Draft Mode facilitates users to save the job postings information before finally releasing on the NCS Portal.

e. The jobs can be posted for all type of positions like regular, part-time, retired, consultancy, contractual etc.

Tip: To improve the search results, it is advisable to enter keywords while posting jobs e.g. accountant, programmer, manager, engineer, scientific officer, technician etc.

3.4 Handling the Posted Jobs

– After posting a job, some actions can be performed corresponding to each job posted by clicking on the **Jobs and Responses** link from the left panel. On clicking this link, all the jobs posted by the organization are available in tabular format. The following actions can be performed against each published job by clicking on **Action** button:

a. Edit Job Post- In case certain changes are required in the qualifications, experience etc. user can edit the posted job.
   - On clicking the **Action** button, select **Edit** option in drop down menu. A user may edit the date of expiry and number of vacancies fields in an already posted job.
   - For changing other Job details like qualifications, experience, pay scale etc. a user will have to re-post the job by selecting the **Copy** option under action button.

b. Shortlist candidates
   - For shortlisting candidates corresponding to a specific job, click on **Action** button and then select **Search candidate** option from the drop down menu. After entering the search criteria, click on **Search** button.

- The candidate search results are displayed which are segregated into two separate tabs - Candidates who have applied and Candidates who have not applied (but meet the eligibility criteria)
- For shortlisting a candidate, select the candidate and click on Shortlist Candidate button.
- Portal also has provision for sending interview requests to shortlisted candidates.

Tip: For better monitoring of the job postings, users are advised to close the vacancies with a definitive response. (Reasons with selected candidates or otherwise)

3.5   User Management

a. Typically a government department will have several units which have recruitment requirements. NCS provides features for creation of sub-users. It is advisable that a nodal officer manages various users and sub-users.

b. For defining and managing different sub-users, click on User Management link on the left panel. On the user management screen, click on Add User button, fill in the required details.

c. User role may be selected as Admin or Member. Click on Submit button.

Notes:

1. For more details, refer the Government Department user manual on NCS Portal (Link-> https://www.ncs.gov.in/User%20Manuals/Government%20Department.pdf)

2. For any further queries, send an email to feedback.dget@nic.in or call at the toll free helpline number 1800-425-1514 (available from Tuesday to Sunday, 8.00 AM to 8.00 PM).

3. Please note that the NCS only provides a platform for posting of jobs, matching of profiles (as necessary) and reaching out nation-wide. The NCS project does not deal with the recruitment process per se of any Department and they are required to adopt their own recruitment process as per the Recruitment Rules/Procedures.

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