

**GOVERNMENT OF INDIA**  
**OFFICE OF THE DEVELOPMENT COMMISSIONER**  
**SEEPZ SPECIAL ECONOMIC ZONE**  
**MINISTRY OF COMMERCE & INDUSTRY**  
**ANDHERI (EAST)**  
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**Sub :- Implementation of the National Career Service (NCS) project through transforming Employment Exchange Processed to Career Centers by Ministry of Labour & Employment.**

The Ministry of Labour & Employment, Government of India, New Delhi, is implementing the National Career Service (NCS) project by transforming Employment Exchange Process to Career Centers.

The Ministry has since developed the portal with key functionalities associated with the Employment Exchange Processes including online registration, Career Counseling, job matching etc. For detailed programme NCS Brochure is enclosed. The NCS portal has a knowledge-rich career content repository and can be accessed by the Employment Exchange Officers, Counselors and Stakeholders for which easy step for on-boarding have been enclosed. (Steps for registration).

Further the success of the project is integrally dependent on participation of key stakeholders so that all employment related opportunities and options are available and accessible nationwide. This will also facilitate efficient matching of skills with the industry demand.

The NCS portal is fully integrated with the UIDAI (Aadhaar) database for verification of the personal identity of the stakeholders and will soon be integrated with the PAN database of Central Board of Direct Taxes.

The portal provides job matching services in a highly transparent and user friendly manner. National Career Service (NCS) has variety of services like information about skill development courses, internship, career counseling, etc., along with other employment services.

**The range of activities provided through the portal include :-**

- (a) Online registration of candidates for seeking employment related services.
- (b) Applicants will be able to enroll/search through databases themselves from anywhere using the portal pages without visiting employment exchanges.
- (c) Aadhaar authenticated database.
- (d) Online registration of establishments along with job vacancy notification/posting.
- (e) Online search facilities to job-seekers, employers and local service providers/seekers to access database as per their requirement.
- (f) Computerized and cloud based system in electronic processing of applications as automation of workflow.
- (g) Online information access to career counseling & guideline, skill development courses, internship, apprenticeship schemes etc.
- (h) Online systems to generate and send customized reports to anyone, anywhere.
- (i) Provision of employment related services through multiple delivery channels like CSCs, e-kiosks.
- (j) Availability of value Added services like updates/notification/alerts through SMS, E-mail, and IVRS etc.
- (k) Multi lingual call center services for helping candidates and establishments in registration, profile updation etc.
- (l) Availability and sharing of information across Employment Exchanges, Districts, States and Ministry and Integration with State governments employment exchange data, manufacturing and industry associations, Educational Institutions, Training providers and Examination bodies (for verification).
- (m) Portal Access on portable devices like Smartphone's/laptop.

The NCS portal is also available at the URL [www.ncs.gov.in](http://www.ncs.gov.in) amongst the industry, job seekers, PSUs, regional offices and training and educational institutions so that information on career options and employment opportunities are accessible to all stakeholders. The portal has a help desk with a Toll-free number (1800-425-1514) to assist users in availing the various services under the NCS project.



(P. S. Raman)  
Joint Development Commissioner  
SEEPZ-SEZ

Encl. :- NCS Brochure.

Copy to. :-

- (1) All the SEZ units under the jurisdiction of SEEPZ-SEZ.
- (2) The president, SEEPZ Gems & Jewellery Manufacturers Association, BFC Bldg.
- (3) Chairman, SEEMA, SEEPZ-SEZ, Mumbai.
- (4) The Regional Director, EPCES for 100% EOU & SEZ,
- (5) IT - Section – for uploading on website.