ESTABLISHMENT CIRCULAR NO. 14/2015

Attention is invited to the following letters:-

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<tr>
<th>Sl. No.</th>
<th>Letter No. and date</th>
<th>Subject</th>
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<td>2.</td>
<td>F.No.DGCEI/BhZU/02/2015/Estt dated 07/2015</td>
<td>New Address for DGCEI, Bhopal Zonal Unit.</td>
</tr>
</tbody>
</table>

Copy of the mentioned letters may be downloaded from the website of Cochin commissionerate - www.cenexcisekochi.gov.in for information.

To

1. All Divisions under Cochin commissionerate.
2. The Superintendent (EDP) for uploading in website.

Copy to:

1. The Deputy Commissioner (CCO), Hqrs Cochin for information.
DIRECTORATE GENERAL OF CENTRAL EXCISE INTELLIGENCE BHOPAL ZONAL UNIT

F. No. DGCEI/BhZU/02/2015/Estt/159 Dated 07.2015

PUBLIC NOTICE

It is brought to the notice of all concerned that the Bhopal Zonal Unit of Directorate General of Central Excise Intelligence (DGCEI), having jurisdiction over the Regional Units of Raipur, Indore & Jabalpur in the states of Madhya Pradesh & Chhattisgarh has started functioning from the newly hired office premises at the address given below. All the correspondence pertaining thereto may please be sent on this address:

Office of the Additional Director General,
Directorate General of Central Excise Intelligence,
Bhopal Zonal Unit,
Fourth Floor, Chinarr Incube Business Centre,
Hoshangabad Road, Bhopal (M.P.)-462026.
Phone: 0755-4013261, 4013262 (Ext 200-214)
FAX: 0755-4266406
E-mail: adg-dgccibplzu-ceec@gov.in

(V. Padmanabhan)
Pr. Additional Director General
Bhopal Zonal Unit

Copy to:
1. Notice Board.
2. The Director General, DGCEI, Hqrs, New Delhi
3. As per Mailing List.
LIST TO THE PUBLIC NOTICE

1. The Director General, DGCEI, Head Quarter, New Delhi.
2. The Director General, DRI, Head Quarter, New Delhi.
3. The Director General (Safeguards), New Delhi.
4. The Director General, NACEN, New Delhi.
5. The Director General, Inspection, New Delhi.
6. The Director General, Vigilance, New Delhi.
7. The Director General, Service Tax, New Delhi.
8. The Director General, Audit, New Delhi.
9. The Director General, Export Promotion, New Delhi.
10. The Director General, Valuation, New Delhi.
11. The Director General, System and Data Management, New Delhi.
12. The Director General, HRD, New Delhi.
14. The Chief Commissioner of Central Excise, Hyderabad Zone
15. The Chief Commissioner of Central Excise, Mysore Zone
16. The Chief Commissioner of Central Excise, Bangalore Zone
17. The Chief Commissioner of Central Excise, Ahmedabad Zone
18. The Chief Commissioner of Central Excise, Bhopal Zone
19. The Chief Commissioner of Central Excise, Bhubaneswar Zone
20. The Chief Commissioner of Central Excise, Chandigarh Zone
21. The Chief Commissioner of Central Excise, Chennai Zone
22. The Chief Commissioner of Central Excise, Cochin Zone
23. The Chief Commissioner of Central Excise, Coimbatore Zone
24. The Chief Commissioner of Central Excise, Delhi Zone
25. The Chief Commissioner of Central Excise, Jaipur Zone
26. The Chief Commissioner of Central Excise, Kolkata Zone
27. The Chief Commissioner of Central Excise, Lucknow Zone
28. The Chief Commissioner of Central Excise, Meerut Zone
29. The Chief Commissioner of Central Excise, Mumbai-I Zone
30. The Chief Commissioner of Central Excise, Mumbai-II Zone
31. The Chief Commissioner of Central Excise, Nagpur Zone
32. The Chief Commissioner of Central Excise, Pune Zone
33. The Chief Commissioner of Central Excise, Ranchi Zone
34. The Chief Commissioner of Central Excise, Shillong Zone
35. The Chief Commissioner of Central Excise, Vadodara Zone
36. The Chief Commissioner of Central Excise, Visakhapatnam Zone
37. The Chief Commissioner of Customs, Ahmedabad Zone
38. The Chief Commissioner of Customs, Bangalore Zone
39. The Chief Commissioner of Customs, Chennai Zone

Contd. Page 2.
40. The Chief Commissioner of Customs, Chennai (Prev.) Zone
41. The Chief Commissioner of Customs, Kolkata Zone
42. The Chief Commissioner of Customs, Mumbai-I Zone
43. The Chief Commissioner of Customs, Mumbai-II Zone
44. The Chief Commissioner of Customs, Mangalore Zone
45. The Chief Commissioner of Customs, Delhi Zone
46. The Chief Commissioner of Customs, Delhi (Prev.) Zone
47. The Chief Commissioner of Customs, Patna Zone
48. The Chief Commissioner of Customs, Mumbai-III Zone
49. The Additional Director General, Zonal Unit, Bangalore
50. The Additional Director General, Zonal Unit, New Delhi
51. The Additional Director General, Zonal Unit, Chennai
52. The Additional Director General, Zonal Unit, Ahmedabad
53. The Additional Director General, Zonal Unit, Kolkata
54. The Additional Director General, Zonal Unit, Mumbai
55. The Additional Director General, Zonal Unit, Bhopal
56. The Additional Director General, Zonal Unit, Lucknow
57. The Deputy / Asst. Director, DGCEI, Regional Unit, Mangalore
58. The Deputy / Asst. Director, DGCEI, Regional Unit, Kochi
59. The Deputy / Asst. Director, DGCEI, Regional Unit, Ludhiana
60. The Deputy / Asst. Director, DGCEI, Regional Unit, Kanpur
61. The Deputy / Asst. Director, DGCEI, Regional Unit, Coimbatore
62. The Deputy / Asst. Director, DGCEI, Regional Unit, Madurai
63. The Deputy / Asst. Director, DGCEI, Regional Unit, Vadodara
64. The Deputy / Asst. Director, DGCEI, Regional Unit, Vapi
65. The Deputy / Asst. Director, DGCEI, Regional Unit, Indore
66. The Deputy / Asst. Director, DGCEI, Regional Unit, Jhamshedpur
67. The Deputy / Asst. Director, DGCEI, Regional Unit, Rourkela
68. The Deputy / Asst. Director, DGCEI, Regional Unit, Guwahati
69. The Deputy / Asst. Director, DGCEI, Regional Unit, Pune
70. The Deputy / Asst. Director, DGCEI, Regional Unit, Nasik
71. The Deputy / Asst. Director, DGCEI, Regional Unit, Raipur
72. The Deputy / Asst. Director, DGCEI, Regional Unit, Jaipur
73. The The Centax Publications Pvt Ltd., New Delhi

74. THE CHIEF COMMISSIONER, INCOME TAX, Bhopal.
75. THE COMMISSIONER, INCOME TAX, Bhopal.
To,

All Chief Commissioners/ DGs in CBEC

Subject: Implementing the National Career Service (NCS) Project by transforming Employment Exchange Processes to Career Centres - reg.

Sir,

I am directed to forward a copy of OM. No O-21030/33/2015-Coord. dated 09.07.2015 along with enclosures from Coordination Section on the above mentioned subject for information and necessary action.

Enc: As above

Yours faithfully,

(Surendra Singh)
Under Secretary to the Govt. of India
Tel: 23092413
Circular No. 74/2015

F.No. O-21030/33/2015-Cooord.
Government of India
Ministry of Finance
Department of Revenue

North Block, New Delhi,
Dated 9.7.2015

OFFICE MEMORANDUM

Subject:- Implementing the National Career Service (NCS) Project by transforming Employment Exchange Processes to Career Centres -reg.

A copy of D.O No. DGET-5/18/2015-NCSP (pt.I) dated 23.6.2015 received from Ministry of Labour & Employment on the subject mentioned above is forwarded herewith for information and necessary action.

Narendra Kumar
(Narendra Kumar) 9/7/2015
Under Secretary to the Government of India

Encl: as above.

1. Director (Enforcement)
2. Commissioner (Coordination), CBEC (in respect of CBEC)
3. CIT (Coordination), CBDT (in respect of CBDT)
4. Director – FIU India
5. Commissioner, NC
6. Director (Hqrs)
7. Director (Admn.)
8. Guard File.

[Signature]
12-7

All CC/ DGs

Dated: June 23, 2015

Dear Secretary,

As you are aware, the Ministry of Labour and Employment is implementing the National Career Service (NCS) Project by transforming Employment Exchange processes to Career Centres. The Ministry has since developed the portal with key functionalities associated with the employment exchange processes including online registration career counselling, job matching etc. (NCS Brochure is enclosed at Annex-I). The NCS portal has a knowledge-rich career content repository and can be accessed by the employment exchange officers, counsellors and other stakeholders for which easy steps for on-boarding have been enclosed (Annex-II).

2. It may be appreciated that 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. We seek the participation of your Ministry/Department in furthering the NCS initiative through its attached offices, institutions, PSUs, autonomous bodies etc. for posting job vacancies and getting access to the rich database of candidates seeking jobs.

To coordinate the NCS activities in your Ministry/Department, it is requested that a Nodal Officer may be designated whose particulars may be sent as per the format at Annex-III.

3. 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. Steps have also been taken to verify the marks obtained by candidates from the CBSE examination board and will be operationalised shortly.

4. As a part of the NCS initiative, 37 proposals for establishment of Model Career Centres have been approved (list at Annex-IV). These Career Centres provide a variety of employment related services which can be availed by the industry and industry associations, in addition to the existing Employment Exchanges.

5. You are requested to kindly popularize usage of the NCS portal at the URL www.ncs.gov.in amongst the industry, job seekers, PSUs, regional offices and training and educational institutions so that information on career options

Contd.....
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.

With regards,

Yours sincerely,

Shri Shaktikanta Das
Secretary,
Department of Revenue,
Ministry of Finance,
North Block,
New Delhi.

(Shankar Aggarwal)
NCS Overview

A national ICT based platform to connect aspirations of youth with opportunities and facilitate registration of job seekers, job providers, skill providers, career counselors, etc.

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 related services.

The range of activities provided through the portal include:

- Online registration of candidates for seeking employment related services
- Applicants will be able to enroll/register/search through databases themselves from anywhere using the portal pages without visiting employment exchanges
- Aadhaar authenticated database
- Online registration of establishments along with job vacancy notification/posting
- Online search facilities to job-seekers, employers and local service providers/seekers to access database as per their requirement
- Computerized and cloud based system in electronic processing of applications and automation of workflow
- Online information access to career counselling & guidance, skill development courses, internship, apprenticeship schemes, etc.
- Online system to generate and send customized reports to anyone, anywhere
- Provision of employment related services through Multiple delivery channels like CSCs, e-Kiosks
- Availability of Value Added Services likes updates/notifications/alerts through SMS, E-mail, and IVRS etc.
- Multi lingual Call Centre services for helping candidates and establishments in registration, profile updation etc.
- 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)
- Portal Access on portable devices like smart-phones / laptop

www.ncs.gov.in
National Career Service
Ministry of Labour and Employment

Steps for Registration

Skill Providers

- The skill provider needs to select the sector and locate the skill.
- The skill provider needs to enter PAN number and mobile number of the employee.
- The skill provider needs to upload documents.
- The employer number of the registering person will be verified for profile verification.
- The skill provider is the sole representative of the sector.
- The skill provider may receive an OTP received in the registered mobile number of the person to complete registration.
- The OTP will be verified for the employee.

Employment Organisations

- The employment organisation needs to verify the employee's PAN number and mobile number.
- The employment organisation needs to verify the PAN number and mobile number of the registered employee.
- The employment organisation needs to verify the PAN number of the registered employee.
- The employment organisation needs to verify the mobile number of the registered employee.
- The employment organisation needs to verify the PAN number of the registered employee.

Following information available for registration:

1. Mobile Number: Required to receive the OTP for completing registration.
2. Unique identification for individuals: Any of the following identification types can be used as identification type for registering individuals on the portal.
   - Aadhaar Number
   - PAN Card
   - Voter Identity Card
   - Passport
   - Driving License
   - NREGA Job Card

Unique identification for organisations: PAN/TAN for organisation and Aadhaar number for registering person is required for registration.

In case of no skill provider and counsellor, if a stakeholder is already registered with Employment Exchange or Skill Providing Institute then existing registration details are required.

Toll free helpline: 1800-425-1614
www.ncs.gov.in
Step 1: Click on 'Sign up/Log in' page.

Step 2: Select the relevant stakeholder type from dropdown to proceed further.

Step 3: Fill in details in registration form for selected stakeholder type. User must have an additional mobile number for OTP verification.

Step 4: Please refer to the profile role and follow the registration steps as per the role.

**Job Seeker**

- User needs to enter their DNI number.
- Candidate needs to select their identity type and provide a unique identification number.
- Candidate needs to enter the OTP received in the registered mobile number of DNI verification screen to complete the registration.

**Employer**

- Employer needs to enter their PAN number.
- The PAN number of the employer will be considered for generating OTP.
- The user needs to enter the OTP received in the registered mobile number of DNI verification screen to complete the registration.

**Local Services**

- Local Services need to select the type of service required and fill in the address.
- Candidate needs to enter the OTP received on the registered mobile number of DNI verification screen to complete the registration.

**Household**

- Household needs to enter the OTP received in the registered mobile number of DNI verification screen to complete the registration.

Toll free helpline: 1800-425-1614
**Key Stakeholders**

**JOB SEEKER**
- Freshers / Experienced / Students / Local Service Providers
- Search jobs
- Apply for jobs
- Participate in job fairs
- Apply for training programs
- Apply for counselling sessions
- Receive alerts based on preference settings
- Post feedback

**EMPLOYER**
- Government / PSU / Private with administrator and user role provisioning
- Search candidates
- Post jobs, internships
- Send interview requests
- Extend / close jobs
- Participate in job fairs
- Receive alerts based on preference settings
- Post feedback

**PRIVATE PLACEMENT ORGANIZATIONS**
- Private / Placement / Staffing Organizations with administrator and user role provisioning
- Register employers
- Post jobs
- Post jobs on behalf of employers
- Tag employers in the job postings
- Receive alerts / notifications (email and sms) based on preference settings
- Update profile
- Post feedback

**CAREER CENTER**
- Center administrators / employment exchange officers
- Register a job seeker, employer
- Verify a job seeker, employer
- Facilitate use of portal
- Information center (skill training, counselors, etc, career guidance, etc)
- Facility to organize and manage Job Fairs

**LOCAL SERVICE PROVIDER**
- Service providers available to household and other consumers for services like driving, plumbing, carpentry, etc
- Publish availability calendar with rate card
- Register and Update profile
- Receive alerts / notifications (email and sms) based on preference settings
- Post feedback

**SKILL PROVIDER**
- National Skill Development Agency, NSDC, Sector Skills Council(SSC)/ NGO/Pvt. Skill Institutes, ITIs, VTIIs with administrator and user role Provisioning
- Search candidates
- Publish training calendar
- Receive alerts / notifications (email and sms) based on preference settings
- Update profile
- Post feedback
# Key Portal Stakeholders

## COUNSELOR

Employment exchange internal counselors, Private Counselors, Incubators, Outreach partners, School teachers

- Search Candidates
- Publish availability calendar
- Update profile
- Receive alerts based on preference settings
- Post feedback

## HOUSEHOLD

Users seeking local services help for their household needs

- Search Local Services
- Book a Service
- Receive alerts based on preference settings
- Post feedback

## STATE ADMIN, DG&E&T ADMIN & USERS

- Manage Users - Login and other (view / add / update / block / activate) activities
- Manage State Admin
- Manage 'Notifications / Alerts' Settings
- Advanced Search
- Access to Content Management System
- M.I.S Reports

## VERIFICATION AGENCIES

Administrator, Third party verification agencies

- Search portal users
- View Job Seekers, Employers details
- Verify and update status of Job Seekers, Employer
- Receive alerts based on preference settings

## NCS Portal Beneficiaries

- Unemployed candidates seeking jobs or career counseling
- Candidates seeking vocational / occupational guidance
- Illiterate, under-privileged sections of society, blue-collar workers seeking placements and guidance
- Person with different abilities (PWDs), ex-servicemen, veterans / senior citizens, etc.
- Employers seeking suitable candidates
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Dated:

Please send a copy by email to feedback.oget@nic.in.