केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX

केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018

C.R.BUILDING, I.S.PRESS ROAD, COCHIN-682018

E-mail: cexcochi@nic.in FAX-0484-2390608 Phone: 0484-2390404

C.No.II/7/2/2014 - Estt. (PF) Dated 28.09.2015

ESTABLISHMENT CIRCULAR NO. 14/2015

Attention is invited to the following letters:-

Sl. No.	Letter No. and date	Subject
1.	F.No.296/191/2015-CX-9 dated 14.07.2015	Implementing the National Career Service (NCS) Project by transforming Employment Exchange Processes to Career Centers
2.	F.No.DGCEI/BhZU/02/2015/Estt dated 07/2015	New Address for DGCEI, Bhopal Zonal Unit.

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

[ROSAMMA VARGHESE]
ASSISTANT COMMISSIONER [P&V]

To

1. All Divisions under Cochin commissionerate.
2. The Superintendent (EDP) for uploading in website.
3. Notice Board, Hqrs Cochin.
4. Notice Board, Central Excise Bhavan, Kathrikadavu.

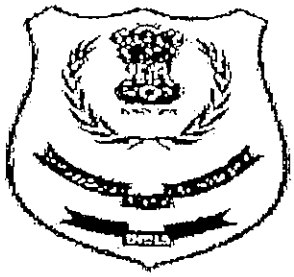
Copy to:

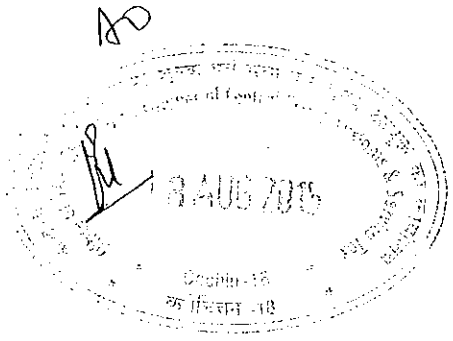
1. The Deputy Commissioner (CCO), Hqrs Cochin for information.

IC.NO. 1135/15

AO

18 AUG 2015





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 & Chhatisgarh 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-dgceibplzu-cbec@gov.in

(V. Padmanabahan)
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.
13. The Commissioner, Directorate of Publicity and Public Relation, 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, Kolkatta 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

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40. The Chief Commissioner of Customs, Chennai (Prev.) Zone
41. The Chief Commissioner of Customs, Kolkatta 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, Kolkatta
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, Combatore
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, Jamshedpur
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.

LCNO1021/15

File No. 296/191/2015-CX-9
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
*****

New Delhi, dated 14th July, 2015

To,

All Chief Commissioners/ DGs in CBEC

Subject:-Implementing the National Career Service (NCS) Project by transforming Employment Exchage 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.

Encl: 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-Coord.
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 Exchage 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.

All CCs/DGs

शंकर अग्रवाल, आई०ए०एस०
भारत सरकार के सचिव
SHANKAR AGGARWAL, I.A.S.
Secretary to Govt. of India

सत्यमेव जयते

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

श्रम एवं रोजगार मंत्रालय
श्रम शक्ति भवन
नई दिल्ली-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(pt.I)

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.

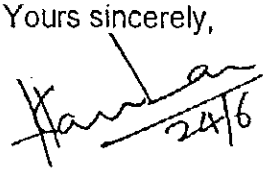
5. You are requested to kindly popularize usage of the NCS portal at the URL www.ncs.gov.in amongst the industry, job seekers, PSUs, regional offices and training and educational institutions so that information on career options

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.

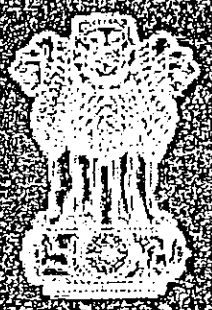
With regards,

Yours sincerely,



(Shankar Aggarwal)

(4) **Shri Shaktikanta Das**
Secretary,
Department of Revenue,
Ministry of Finance,
North Block,
New Delhi.



सत्यमेव जयते

Ministry of Labour and Employment

www.ncs.gov.in

NATIONAL CAREER SERVICE

Bringing Talent Closer To Opportunity

Toll Free Number 1800-425-1514

Ministry of Labour and Employment
Shram Shakti Bhawan, Rafi Marg, New Delhi-110001

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

National Career Service

Ministry of Labour and Employment

Steps for Registration

Skill Providers

- The Skill Provider needs to select the sector and focus industry.
- The Skill provider needs to enter PAN number or TAN number of the organisation.
- In contact details, details of person registering the skill provider need to be filled. The Aadhaar number for the registering person will be verified for profile verification.
- Email entered at the time of registration would be used as the user id for logging into the system.
- The skill provider needs to enter the OTP received on the registered mobile number (registering person) to complete registration.
- The profile of skill provider will be activated after verification by admin.

Counsellors

- In case counsellor is already registered with Employment Exchange or Skill Providing Institute, select the relevant radio button.
- Enter the details as per the registration form and mobile number should be operational as OTP will be send to it for verification.
- Counsellor needs to select Unique Identification type and provide associated details.
- The user id and password provided at time of registration will be used for logging into the user account.
- Counsellor needs to specify specialisation, mode of counselling.
- Counsellor needs to verify the OTP received on mobile number to complete registration.

Placement Organisations

- The placement organisation needs to select the sector and focus industry.
- The organisation needs to enter PAN number or TAN number and this will be verified.
- In contact details, details of person registering the employer need to be filled. The Aadhaar number for the registering person will be verified for profile verification.
- The email address provided at the time of registration will be used for logging into the portal.
- The placement organisation needs to verify the OTP received on the registered mobile number (registering person).
- The profile of organisation will be activated after verification by admin.

Keep following information available for registration:

1. Mobile Number: Required to receive one time password (OTP) in order to complete the registration.
2. Unique Identification for Individuals: Any of the following identification type can be used as identification type for registering individuals on the portal.
   - Aadhaar Number
   - Pan Card
   - Voters identity Card
   - Passport
   - Driving License
   - NREGA Job Card
3. Unique Identification for organisations: PAN/TAN for organisation and Aadhar number for registering person is required for registration.
4. In case of Jobseeker, Local service provider and Counsellor, if stakeholder is already registered with Employment Exchange or Skill Providing Institute then existing registration details are required.

National Career Service

Ministry of Labour and Employment

Steps for Registration

To register on www.ncs.gov.in portal

Step 1: Click on **Sign up** on home page

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

- Jobseeker
- Employer
- Local Services
- Household
- Skill Provider
- Counsellor
- Placement Organization

Step 3: Fill in details in registration form for selected stakeholder type. User must have an operational mobile number as OTP will be send to it for verification

Step 4: Please select the specific role and follow the registration steps as per the role

Job seeker

- In case jobseeker is already registered with Employment Exchange or Skill Providing Institute, select the relevant radio button
- Candidate needs to select Unique identification type and provide associated details
- The user id and password provided at time of registration will be used for logging into the user account
- Candidate needs to enter the OTP received on the registered mobile number on OTP verification screen to complete the registration

Employer

- The employer needs to enter PAN number or TAN number of the organisation
- In contact details, details of person registering the employer need to be filled. The Aadhaar number for the registering person will be verified for profile verification
- The user ID and password selected at the time of registration will be used for logging into the user account
- The employer needs to enter the OTP received on the registered mobile number (registering person) to complete the registration

Local Services

- In case local services is already registered with Employment Exchange or Skill Providing Institute, select the relevant radio button
- Candidate needs to select Unique identification type and provide associated details
- The user id and password provided at time of registration will be used for logging into the user account
- Local Services also need to select type of services, area, time and day of operation. This information will be shared with portal users
- Candidate needs to enter the OTP received on the registered mobile number on OTP verification screen to complete the registration

Households

- Email entered at the time of registration would be used as the user id for logging into the system
- Household needs to enter the OTP received on the registered mobile number on OTP verification screen to complete the registration

Toll free helpline: 1800-425-1514

www.ncs.gov.in

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 house hold 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, VTIs 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 house hold needs

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

STATE ADMIN, DGE&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

Annexure III

Nodal officer's details

Nodal officer Name		
Department/ Organisation/Institution name		
Address		
City		
State		
Pincode		
Phone Number (Office)		
Phone Number (Fax)		
Phone Number (Mobile)		
Email ID		
Remarks (if any)		

Dated:

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