

No.6/49/2015-PER/2438  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
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Dated : 03 / 12 / 2015

### CIRCULAR

**Sub : Uploading of vacancies in National Career Service (NCS) portal – reg.**

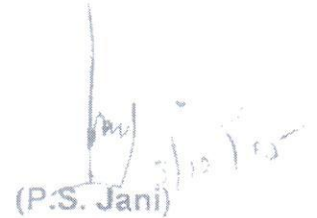
It is brought to the notice of all Heads of Office / Heads of Department in UT Administration of Daman & Diu that the Ministry of Labour & Employment has launched the National Career Service (NCS) Portal. The Ministry has rolled out the National Career Service (NCS) and the NCS was dedicated to the nation by Hon'ble PM on 20-07-2015. The objective of the NCS project is to meet the career aspirations of youth by providing a common platform where they can access career related information, seek guidance and employment opportunities amongst other services. The NCS aims to encourage all training and skilling institutions (technical, vocational, educational etc.) under the State Government for posting of their courses for wider accessibility. The institutions could also be requested to ensure that the trainees get registered on the NCS portal at the time of admission and completion of the course.

2. It has been decided that henceforth all the vacancies occurring in the UT Administration of Daman & Diu shall be posted on NCS Portal. All Heads of Office shall take following action for this purpose:

- a) Posting of all vacancies on the NCS portal which could be for regular, contractual, part-time positions or for internships (paid / non-paid) etc. While the NCS will provide access to these opening to a wide candidate database, it will not enter into the recruitment process adopted by the various organisations.



- b) Heads of Technical, Vocational and Educational Institutions such as TTI, ITI, Polytechnic, Degree College, Higher Secondary Schools, etc. post their courses for wider accessibility. They must also ensure that the trainees get registered on the NCS portal at the time of admission and completion of the course.
- c) Encourage other stakeholders like Undertakings, Corporations, Societies, Industry / Corporate, etc. to register and post their vacancies on the NCS portal.
3. The Department of Labour & Employment, Daman & Diu has been appointed as Nodal Agency for this Purpose. The Assistant Employment Officer, Daman and Labour Inspector, Diu have been appointed as Nodal Officer for online one time registration with National Career Service (NCS). The Nodal Officer shall post all jobs in the NCS as per the requisition received by Employment Exchange, Daman / Diu, from various departments of Daman & Diu.
4. In view of above, it is hereby ordered that all the Departments / Offices in Daman & Diu shall continue to send their regular vacancy / requisition circular to Employment Exchange, Daman / Diu respectively to upload such vacancies in the NCS portal.
5. This is issued with the approval of the Hon'ble Administrator, Daman & Diu and DNH vide diary No.7876 dated 21-10-2015.



(P.S. Jani)  
Additional Secretary (Pers.)

To,  
All Heads of Office,  
Daman & Diu.

Copy to :

1. All Secretaries / Special Secretaries in the UT Administration of Daman & Diu / DNH.
2. The SIO, NIC, Daman with a request to upload on Administration website.
3. The Dy. Secretary (Pers.), DNH for similar action in DNH.