

Checklist — District Employment Exchange (DEE) / Model Career Centre (MCC)

Traditional DEEs are being modernised into Career Centres under the NCS Mission Mode Project. Jobseekers eligible from age 14 and above.

Pre-Visit Section

2A Institution-specific particulars [PRE]

- NCS Career Centre directory listing reference (ncs.gov.in) — text
- Office type (from public listing): District Employment Exchange / Model Career Centre (MCC)
- If MCC: Young Professional or Career Counsellor currently posted (from public listing)? — Y/N

2B Public displays expected at this institution [PRE — informational]

- List of current vacancies with employer name, role, salary range, deadline
- NCS registration process poster
- Upcoming job fair date
- State unemployment-allowance scheme notice (where applicable)
- NAPS / apprenticeship information
- Self-employment guidance / entrepreneurship schemes information
- Link / reference to NCS Career Centre directory

2C Pre-loaded scheme list [PRE — informational, no Kobo field]

- NCS — National Career Service portal
 - NAPS apprenticeship pathway
 - State unemployment allowance (where applicable)
 - Self-employment / entrepreneurship schemes (PMEGP / Mudra / Stand-Up India)
 - Awareness Cum Motivation Camp (DGE)
 - Code on Social Security 2020 (Section 139 — vacancy notification)
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Section 1 — On-arrival logging

Standard.

Section 2 — Observation: Infrastructure

2.2 Institution-specific facilities [OBS]

- Reception counter? — Y/N [photo]

- Vacancy notice board with current vacancies present? — Y/N [photo]
 - Number of vacancies posted on the board today — integer
 - Waiting area with seating? — Y/N [photo]
 - Number of seats in waiting area — integer
 - LCD screen / magazines / newspapers in waiting area? — Y/N
 - Computers with internet for NCS registration? — Y/N
 - Number of NCS-registration computers — integer
 - Individual counselling rooms (MCC norm: 3)? — Y/N/NA
 - Number of individual counselling rooms — integer [not_known_allowed]
 - Group counselling room (MCC norm: 1)? — Y/N/NA [photo]
 - Technology lab with workstations / self-service kiosks (MCC)? — Y/N/NA [photo]
 - Digital display for job listings? — Y/N [photo]
 - Separate functional washrooms for men? — Y/N
 - Separate functional washrooms for women? — Y/N
 - Canteen / pantry? — Y/N
 - Approximate operational area (MCC: minimum ~2000 sq ft, relaxable 20% for hilly / NER states) — short text
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Section 3 — Observation: Documents displayed

3.2 Institution-specific displays [DOC]

- List of current vacancies with employer name, role, salary range, deadline displayed? — Y/N [photo]
 - NCS registration process poster displayed? — Y/N [photo]
 - Upcoming job fair date displayed? — Y/N [photo]
 - State unemployment-allowance scheme notice displayed (where applicable)? — Y/N/NA [photo]
 - NAPS / apprenticeship information displayed? — Y/N [photo]
 - Self-employment guidance / entrepreneurship schemes information displayed? — Y/N [photo]
 - Link / reference to NCS Career Centre directory displayed? — Y/N [photo]
 - Awareness Cum Motivation Camp / self-employment-scheme-linkage notices for last 12 months displayed? — Y/N [photo]
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Section 4 — Interview: Admin

4.1 Identification — institution-specific dropdowns

- Designation of person met (dropdown): DEO / Centre Manager / Asst Employment Officer (Vocational Guidance) / Young Professional / Career Counsellor / Registration Manager / Other
- Reporting line (dropdown): State Directorate of Employment / DGE / State Labour Department

4.5 Institution-specific quantitative items [ADMIN]

- Number of active jobseekers on the Live Register (current year) — integer [not_known_allowed]

- Number of new registrations in last 30 days — integer [not_known_allowed]
 - Number of vacancies notified by employers in last 30 days — integer [not_known_allowed]
 - Number of referral letters issued in last 30 days — integer [not_known_allowed]
 - Number of job fairs held in last 6 months — integer [not_known_allowed]
 - Number of candidates placed through exchange in last 12 months — integer [not_known_allowed]
 - Number of apprenticeship registrations under NAPS in last 12 months — integer [not_known_allowed]
 - Are employers reporting vacancies as required by Code on Social Security 2020 (Section 139)? — short text
 - MCC catchment area covered (approximately 3–4 adjacent districts)? — Y/N/NA + short text
 - Number of Live Register renewals processed last 30 days — integer [not_known_allowed]
 - Number of career counselling sessions delivered in last 30 days — integer [not_known_allowed]
 - Career counselling sessions include skill / aptitude assessment, interview / CV prep, LME courses? — Y/N
 - Number of school / college outreach visits in last quarter — integer [not_known_allowed]
 - Date of next monthly job-fair (MCC) — date [not_known_allowed]
 - Annual mega fair (MCC) held or planned this year? — Y/N/NA
 - Date of annual mega fair — date [not_known_allowed]
 - Number of state unemployment allowance applications processed last cycle — integer [not_known_allowed]
 - Number pending — integer [not_known_allowed]
 - Was Employment Market Information (EMI) collected and submitted to DGE last year? — Y/N + short text
 - Demand-side activities (employer interaction, market sizing, skill-gap analysis) carried out in last 12 months? — short text
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Section 5 — Interview: Beneficiary

5.1 Beneficiary type — institution-specific dropdown

- Beneficiary type: New jobseeker / Renewing jobseeker / Job-fair attendee / Counselling-seeker / Other
- **Target:** interview 3 jobseekers at the office.

5.5 Institution-specific beneficiary items [USER]

- Purpose of visit (dropdown): New registration / Renewal / Job fair / Counselling / Vacancy search / Unemployment allowance / Self-employment guidance / Other
 - First-time visitor? — Y/N
 - Were you able to register / renew on NCS during this visit? — Y/N
 - Types of jobs / sectors interested in (multi-select)
 - Salary expectation (dropdown): <₹15K / ₹15–25K / ₹25–40K / ₹40–60K / >₹60K
 - Have you attended a job fair here before? — Y/N + outcome (short text)
 - Have you received post-placement support after securing a job? — Y/N/NA
 - Did you receive any self-employment / entrepreneurship guidance? — Y/N + details
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Section 6 — Closing

Standard.