Ministry of Labour and Employment
Department of Labour
Minbhawan, Kathmandu

Employer User Manual

For

Job Portal and Labour Market database system

September, 2017

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About Employment Service Center (ESC)

According to the new Nepal campaign, as per budget statement of fiscal year 065/066, fourteen Employment Information Centers under Department of Labour were established in various locations considering one at each of fourteen zones. The centers were initiated to collect unemployment data based on government's policy and programme and continued till date. In the current 2067/68-69/70 three year plan, for the poverty elimination through increment of respectful, decent and beneficial employment opportunities and to improve Employment Information Centers having integrated employment exchange centre, informed human resource data, analysis and by developing employment exchange system to facilitate access to employment based on knowledge, skill, experience, educational qualification, the Guideline of Employment Information Centre Operation and Management 2069 has been approved by the Government of Nepal and are being implemented.

About Job Portal

Job Portal and Labour Market Database System a initiative online job portal for making the tedious, ad-hoc, and manual system into the digitized system along with the upgradation of current system that is not being properly used by MoLE from where job seekers can apply for job and employer can post the job vacancy which is managed by 14 Employment Service Centre's (ESCs). ESCs are established under the Ministry of Labour and Employment (MoLE) through Department of Labour (DoL). Portal goal is to provide quality employment services and labour market information to job seekers, enterprises and concerned labour market actors.

Employer User Manual

1. Employer Registration

    a. First of all user/job seeker must have to register in system. For registration process go through the given URL
        http://jobkhoj.gov.np/

Home   About Us   News And Event   Find Resume   Resources   Post a Job   Sign in   **Register**   नेपाली

Government of Nepal
Ministry of Labour and Employment
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Employment Service Center
Job Portal

Occupation
Eg. Manager

Location
Eg. Kathmandu

Search

Advanced Search

SKILL, LABOUR and DECENT EMPLOYMENT EVERYBODY'S RIGHT, EVERYBODY'S RESPONSIBILITY.

Hot Jobs (🔥)

Nepal Khadhya Bank Limited
Agricultural and Forestry...

Software for Small Business Organization
Sales and Marketing...
Software Developers

Purvodaya F.M
Announcers on Radio,...
Commercial Sales Representatives

Business IT Alignment Pvt Ltd

J.Bs Industries
Electrical Line Installers...

Rijal Tashi Industries Pvt. Ltd
Electrical Mechanics and...

Nepal Property Services (NEPROSE)
Electrical Line Installers...
Plumbers and Pipe...
Real Estate Agents...
Sales and Marketing...

Saayami Technology (P) Ltd
Sales and Marketing...

GAPNepal
Accounting Associate Professionals

Nepal Khadhya Bank Limited
Agricultural and Forestry...

Most Recent Jobs - Featured Listings

Job Title	Company	Type	Deadline
Agricultural and Forestry Production Managers	Nepal Khadhya Bank Limited	Intern	40 Days
Sales and Marketing Managers	Software for Small Business Organization	Full Time	9 Days
Software Developers	Software for Small Business Organization	Full Time	5 Days
Direct Marketing Officer	Naya Prakashan Pvt. Ltd.	News Paper	8 Days
Business Relationship Officer	Business IT Alignment Pvt Ltd	Full Time	9 Days
Electrical Mechanics and Fitters	Rijal Tashi Industries Pvt. Ltd	Full Time	9 Days
Electrical Line Installers and Repairers	J.Bs Industries	Full Time	19 Days
Announcers on Radio, Television and Other Media	Purvodaya F.M	Full Time	3 Days
Commercial Sales Representatives	Purvodaya F.M	Full Time	3 Days

Read More..

Employment Services Center (🌐)

According to the new Nepal campaign, as per budget statement of fiscal year 065/066, fourteen Employment Information Centers under Department of Labour were established in various locations considering one at each of fourteen zones. The centers were initiated to collect unemployment data based on government's policy and programme and continued till...

Read More..

Active Jobs

Category	Type	Salary	Skills	Education	District
Managers (4)	Professionals (2)		Technicians and Associate Professionals (3)	Clerical Support Workers (0)	
Services and Sales Workers (0)	Skilled Agricultural, Forestry and... (0)		Craft and Related Trades... (5)	Plant and Machine Operators... (0)	
Elementary Occupations (0)	Armed Forces Occupations (0)		News Paper (33)	Others (35)	

Active Job Seekers

Category	Gender	Age Group	Skills	Education	District
Managers (24)	Professionals (143)		Technicians and Associate Professionals (55)	Clerical Support Workers (38)	
Services and Sales Workers (19)	Skilled Agricultural, Forestry and... (1)		Craft and Related Trades... (9)	Plant and Machine Operators... (3)	
Elementary Occupations (5)	Armed Forces Occupations (0)				

Home   About Us   News And Event   Find Resume

Share / Save

Home   About Us   News And Event   Find Resume   Resources   Post a Job   Sign in   Register   नेपाली

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Job Portal

Occupation
Eg. Manager

Location
Eg. Kathmandu

Job Seeker
Employer

Advanced Search

b. User can see the top menu in portal, you will find the dropdown menu on "Register". Click on "Employer". After that system drive you following page:

You need to provide following details on the form:

(Note: Field marked with sign '*' is compulsory field)

- i) Company logo
- ii) Contact Person
- iii) Company Name
- iv) Email Website
- v) Company Description
- vi) Registration Number
- vii) Registration Office
- viii) Registration District (can be selected from dropdown)

ix) Company Type (can be selected from dropdown)

x) Employment Sector(can be selected from dropdown)

xi) Number of staff Male

xii) Number of staff Female

xiii)   Number of staff Other

xiv)   Total number of staff(auto generated after you fill xi, xii and xiii)

xv) Company Address Region/Province

xvi)   Company address District

xvii)   Company Address VDC/Metropolitan

xviii)   Ward Number

xix)   Street Name

xx) PO Box

xxi)   Telephone Number

xxii)   Mobile Number

c. Click **Submit** button , you will get success message which is shown as below:

Your account have registered successfully , To continue this registration and post a job for employee, please visit your email rahul.khadka760@gmail.com and check email that we send to you.   X

d. You will receive a mail from Job Portal for further registration process. Received mail format is shown in below:

Applicant Registration

Dear **Rahul Khadka**,

Thank you for submitting online registration request but we require that you provide further inormation to assist us in verify your identity.

To continue this registration, please visit the verification center!

Step 1: Your Information ==> Completed !

Step 2: Login Information ==> You Are Here!

VERIFY ME

e. Click on "VERIFY ME" button, which drives you job portal for setting a password as shown in below:

Please set your password to complete the registration process.

Your Username rahul.khadka760@gmail.com

Password

········

Confirm Password

········

Password Strength

Weak

Submit

f. Set your password and click on "Submit" button. Make sure you keep your password strong and unforgettable. After clicking submit button system drive to your own dashboard.

2. Dashboard

In Dashboard, you can view/edit your company details.

a. Dashboard Menu
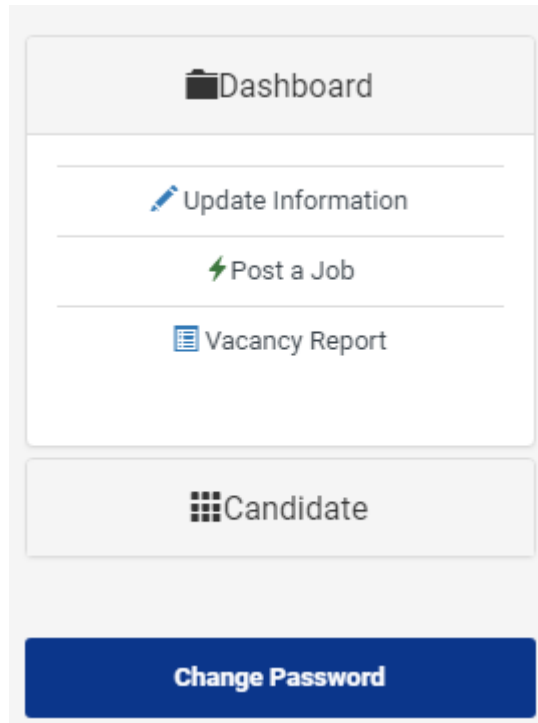
- You can update your information via clicking on update information.

Company Information (confirm your email address to complete your Employer account.)

*Company Logo

Choose File   No file chosen

Must be JPG and at least 180 X 180 pixels.

*Contact Person

*Company Name

Rahul Private Limited

*Email

rahul.khadka760@gmail.com

Website

Company Description

Software Company

*Registration Number

12345678

Registration Office

Registration District

Kathmandu

*Company Type

Private

*Employment Sector

Computer Software

No of Staffs

Male	Female	Other	Total No. of Staff
10	10	0	20

Company Address

*Region/Province

Bagmati

*District

Kathmandu

*VDC/Metropolitian

Kathmandu

*Ward No.

12

Street Name

Po Box

* Telephone No

015261910

Mobile No

Submit

- You can post your job through Post a Job Section. The required field are as shown below.

The required field for Post a Job Section are:

(Note: Field marked with sign '*' is compulsory field)

i)   Posted Date
ii)   Last date of Application
iii)   Required Number of Jobseekers
iv)   Job Title
v)   Job starting date
vi)   Occupation Unit Group
vii)   Job Description
viii)   Duty Station
ix)   Region/Province (can be selected from dropdown)
x)   District(can be selected from dropdown)
xi)   Per month salary(can be selected from dropdown)
xii)   Type of Job(can be selected from dropdown)
xiii)   Job Description(can be selected from dropdown)
xiv)   Work Days/week
xv)   Work Hour/Day
xvi)   Contract Period(can be selected from dropdown)
xvii)   Facilities and benefits
xviii) Required Education Level(can be selected from dropdown)
xix)   Skill required(select from checkboxes)
xx)   Briefly Describe Main Skills requirement
xxi)   Required Training (can be selected from dropdown)
xxii)   Please state if any other training requirement
xxiii) Work Experience(technical) (can be selected from dropdown)
xxiv)   Work Experience(Non-technical) (can be selected from dropdown)
xxv)   Other experience requirement
xxvi)   Please Check priority (Checkbox and fill required form if needed)
xxvii) Application Requirement(select from checkboxes)
xxviii) Application Procedure(can be selected from dropdown)
xxix)   Please state if any other requirement

Click on **[Submit]** button after filling the required fields and your job will be posted on the website.

- In Vacancy Report Section, you can see the vacancy you posted and the candidates who applied for the posted job. You can see the number of Shortlisted, pending and rejected candidates. The further process is described in 'Candidate' Section.

Vacancy Report

| S.N.	Vacancy Title	ShortListed Candidates	Pending Candidates	Rejected Candidates
No Record				

3. Candidate Section

- In Application Received, you can see the number of Applications received for the certain job

Applications Received

S.N.	Vacancy Title	Applications Received
1	Software Developers	10

- By clicking on the certain Vacancy title, you can see the details of application received for the job. By clicking on **View Resume**, you can see the resume of the
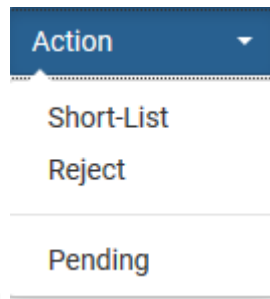
candidate. By clicking on [Action dropdown], you can change the status of the candidate either short-list, reject or Pending.

- In Shortlisted candidate section, you can see the shortlisted candidate whose status is short-list on application received section.

- In Pending candidate section, you can see the pending candidate list whose status is pending on application received section

- In Rejected candidate section, you can see the rejected candidate whose stats is Reject on application received section.

- You can change your password by clicking on **Change Password**

- Jobseeker can search the job you posted through this section:

Occupation

Eg. Manager

Location

Eg. Kathmandu

Search

Advanced Search

- By clicking on "Advance Search", jobseeker will get more filtered jobs as per the details you post in 'Post a Job' Section.

Advance Search ( )

District:

----Select One----

Per Month Salary:

----Select One----

Occupation Major

----Select One----

Organization Type:

----Select One----

Type of Job

----Select One----

Education:

----Select One----

Skill Requirement

----Select One----

Training Duration

----Select One----

Region/Province/Zone:

----Select One----

Ethnicity:

----Select One----

Go Search

Job Seeker can seek the job with Advance search which can be selected from dropdown. Advance search can be done according to District, Per month salary, occupation major, organization type, type of job, education, skill requirement, training duration, region/province/zone and ethnicity.