Ministry of Labour and Employment Department of Labour Minbhawan, Kathmandu



PREPARED BY: DRYICE SOLUTIONS PVT. LTD.

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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 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 <a href="http://jobkhoj.gov.np/">http://jobkhoj.gov.np/</a>

Department Of Labour	ient		Fo. Kať	bmandu	Search
Employment Service Ce	enter			Imanou	
					Advanced Search
SKILL, LABOUR	and DECENT EMPLOYMENT EVERYBO	DY'S RIGHT, EVERYE	BODY'S RESPONSIBILITY.		
Hot Jobs ( 👌 🔹 🔨 🔹	Most Recent Jobs - Featured	Listings			Employment Services Center ( 😔 )
Nepal Khadhya Bank Limited Agricultural and Forestry	Job Title	Company	Туре	Deadline	According to the new Nepal campaign, as
Software for Small Business Organization	Agricultural and Forestry Production Managers 👱	Nepal Khadhya Bank	Limited Intern	40 Days	per budget statement or riscar year 065/066, fourteen Employment Information Centers under Department of
Sales and Marketing Software Developers	Sales and Marketing Managers	Software for Small B Organization	usiness Full Time	9 Days	Labour were established in various locations considering one at each of
Purvodaya F.M Announcers on Radio, Commercial Sales Representatives	Software Developers 👱	Software for Small B Organization	usiness Full Time	5 Days	fourteen zones. The centers were initiated to collect unemployment data
Business IT Alignment Pvt Ltd	Direct Marketing Officer 🤌	Naya Prakashan Pvt.	Ltd. News Paper	8 Days	based on government's policy and programme and continued till
J.Bs Industries Electrical Line Installers	Business Relationship Officer 🎐	Business IT Alignmer	nt Pvt Ltd Full Time	9 Days	Read More
Rijal Tashi Industries Pvt. Ltd Electrical Mechanics and	Electrical Mechanics and Fitters	Rijal Tashi Industries	Pvt. Ltd Full Time	9 Days	
Electrical Line Installers	Electrical Line Installers and Repairers 🥐	J.Bs Industries	Full Time	19 Days	तपाई कामको सोजीमा हमुहन्छ या तपाईलाई जनशक्तिको सांवी ध मने पायकपाने मजिकको ्रोजमार सुवना केन्द्रमा सम्पर्क मनुहोस् ।
Plumbers and Hipe Real Estate Agents Sales and Marketing	Announcers on Radio, Television and Other Media 🥐	Purvodaya F.M	Full Time	3 Days	en e
Saayami Technology (P) Ltd Sales and Marketing	Commercial Sales Representatives 🤌	Purvodaya F.M	Full Time	3 Days	Hardware Hardwar Hardware Hardware Ha Hardware Hardware H
GAPNepal Accounting Associate Professionals			_		
Nepal Khadhya Bank Limited Agricultural and Forestry				Read More	
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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:

Ministry of Labour and Employment Department Of Labour Employment Service Center Job Portal					
Sign (*) Show Compulsory Input.					
Company Information (confirm your email address to comp	lete your Employer account.)	<b>*</b> - · · · -			
Chases File No file chosen		Contact Person			
Must be JPG and at least 180 X 180 pixels					
*0	*=		Website		
Company Name	Email		rebsite		
Company Description					
*Registration Number	Registration Office	Office Registration District			
			Select One	,	
*Company Type		*Employment Sector			
Select One	Ŧ	Select One			
No of Staffs					
Male Female		Other	Total No. of Staff		
Company Address					
*Region/Province	*District		*VDC/Metropolitian		
Select One	<ul> <li>-Select One</li> </ul>	Ŧ			
*Ward No. Street Name		Po Box			
	Mobile No				
^ Telephone No					
* Telephone No					
* Telephone No					

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

c. Click

- xxi) Telephone Number
- xxii) Mobile Number



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.

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



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

	Home Abo	ut Us News And Event F	ind Resume Resources	Post a Job	Rahul Private Limited 🗕 नेपाली
Covernment of Nepal Ministry of Labour and Employment Department of Labour Employment Service Center Job Portal	Education Eg. Bache	lor's Degree	Skills Eg. Compu	ter	Search Advanced Searc
	Manage Va	cancies			
Contract Contrect Contract Contract Contract Contract Contract Contract Contrac	Job Title	Company	Туре	Deadline	Action
	NO RECORD				
✓ Update Information					
∳Post a Job					
🖪 Vacancy Report					
##Candidate					
Change Password					
Home About Us News And Event Find Resu	me				🖸 Share / Save 😭 🎔 🖻

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

a. Dashboard Menu



• You can update your information via clicking on update information.

company momator (com	******		your employer account.)			******	
	Company Lo	No filo choson				"Contact Pers	on
	Choose File	and at least 1	80 V 190 pivolo				
*Company Name	Must be JPG	o dilu al ledst To	*Email			Website	
Rahul Private Limited			rahul.khadka760@gmai	.com			
Company Description							
Software Company							
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12345678						Kathmandu	
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Company Address							
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* Telephone No 015261910							
* Telephone No 015261910							
12 * Telephone No 015261910 Submit							

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

Home Sign (*) Show Compulsory Input. Posted Date	About Us News And Event Find Resun	ne Resources Post a Job 💽 Ra	hul Private Limited 🖌 नेपाली
Sign (*) Show Compulsory Input. Posted Date	*Last date of application	* Required Number of Jobseekers	
. Saled Date	Last date of application	Required Number of Jobseekers	
2074-5-22			
2014-0-22		Required Number of Jobseekers	
Job Title	Job starting date		
* Occupation Unit Group			
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Select One	*		
Job description			
		Source	
B I S I K   = = =   = =	E 99 Styles - Format - 1	?	
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DutyStation	Select One ¥	Select One *	
* Per Month Salary	* Type of Job	* Job description	
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Facilities and benefits		-	
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REQUIREMENT *Required education level	rmore) Teaching Clerical Construction Selling	Information Technology     Computer     Triving     Hold/Restaurant	
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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

#### Submit

Click on 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 , you can see the resume of the Action Short-List Reject Pending candidate. By clicking on , you can change the status of the

candidate either short-list, reject or Pending.

Applications Received For Software Developers

Name	Email	Dashboard	Action	Status
ELINA DANGOL		View Resume	Action -	Pending
ROJINA SHRESTHA		View Resume	Action -	Pending
BISHNU GIRI		View Resume	Action -	Pending
YAM LIMBU		View Profile	Action -	Pending
RAJU BUDHATHOKI		View Resume	Action -	Pending
PRABHASH SHAHI THAKURI		View Profile	Action -	Shortlisted
NAHUSH SHRESTHA		View Resume	Action -	Pending
KAMAL DANGI		View Resume	Action -	Pending
CHET BHATTA		View Resume	Action -	Pending
ALINA MAHARJAN		View Resume	Action -	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	Location	
Eg. Manager	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:	Per Month Salary:	
Select One	<ul> <li>Select One</li> </ul>	•
Occupation Major	Organization Type:	
Select One	<ul> <li>Select One</li> </ul>	•
Type of Job	Education:	
Select One	<ul> <li>Select One</li> </ul>	•
Skill Requirement	Training Duration	
Select One	<ul> <li>Select One</li> </ul>	•
Region/Province/Zone:	Ethnicity:	
Select One	<ul> <li>Select One</li> </ul>	•
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.