

Ministry of Labour and Employment
Department of Labour
Minbhawan, kathmandu

Job seeker User Manual

For

Job Portal and Labour Market database system

September, 2017

PREPARED BY: DRYICE SOLUTIONS PVT. LTD.

Table of Contents

About Employment Service Center (ESC)	3
About Job Portal.....	3
Job Seeker User Manual	3
1. User Registration.....	3
2. Dashboard.....	8
3. Apply jobs.....	12

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.

Job Seeker User Manual

1. User Registration

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

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



Hot Jobs

- Nepal Khadhyia Bank Limited Agricultural and Forestry...
- Software for Small Business Organization Sales and Marketing... Software Developers
- Purvodaya FM 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 Khadhyia Bank Limited Agricultural and Forestry...

Most Recent Jobs - Featured Listings

Job Title	Company	Type	Deadline
Agricultural and Forestry Production Managers	Nepal Khadhyia 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 FM	Full Time	3 Days
Commercial Sales Representatives	Purvodaya FM	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)			Technicians and Associate Professionals (55)		Clerical Support Workers (38)
Services and Sales Workers (19)			Craft and Related Trades... (9)		Plant and Machine Operators... (3)
Elementary Occupations (5)			Armed Forces Occupations (0)		

b. you can see the top menu in portal , you will find the dropdown menu on “Register”. Click on “Job Seeker”. After that, system redirect you to following page:

First Name


Middle Name

Last Name

Email

Phone


Captcha



Type your code here

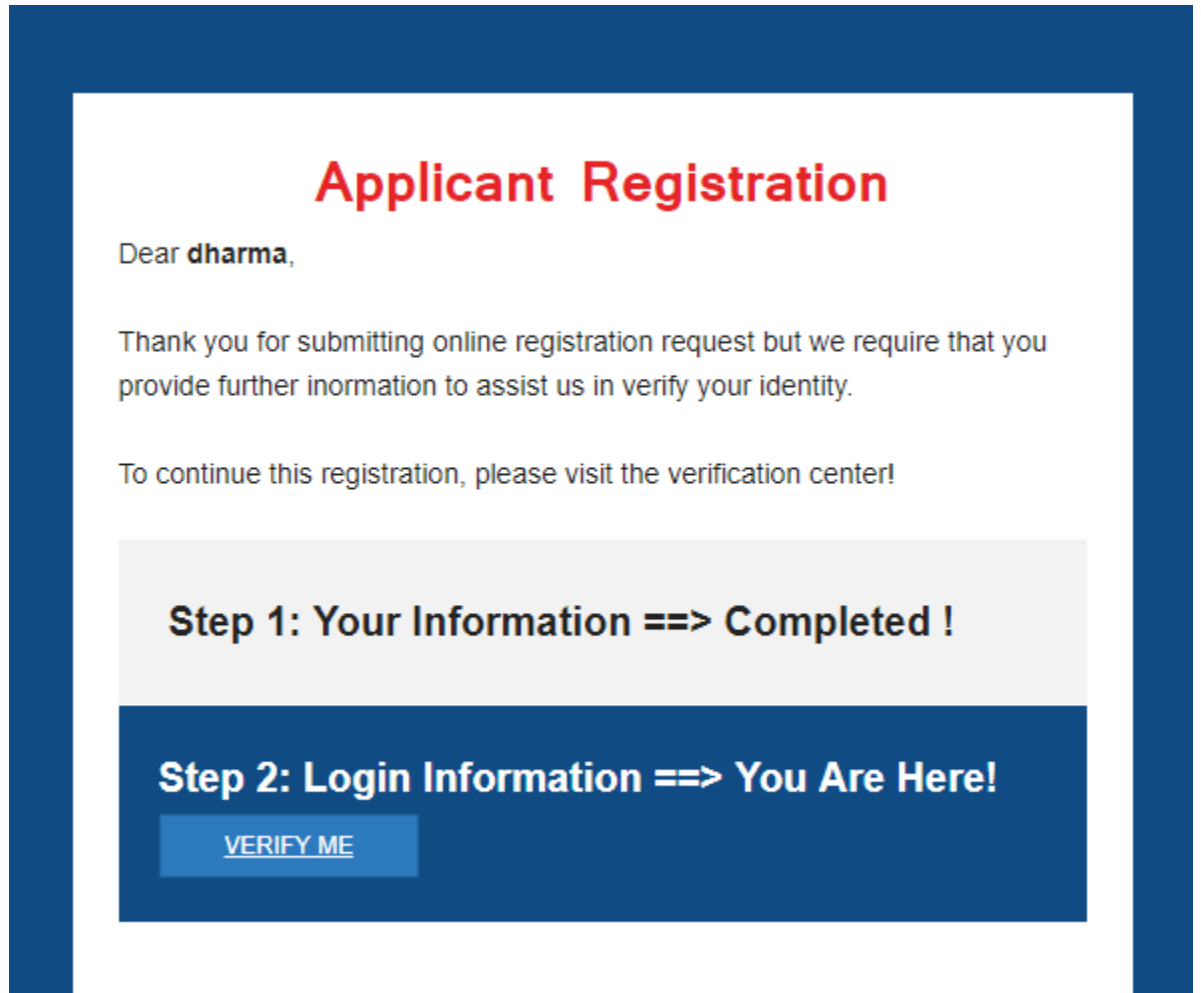
Register

Provide all your information as per mentioned in registration form.

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

Successfully registered, To continue this registration, please visit your email dharma.budhathoki@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 redirect you job portal for setting a password as shown in below:

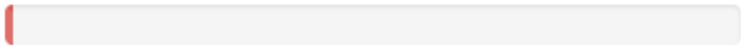
Please set your password to complete the registration process.

Your Username **dharma.budhathoki@gmail.com**

Password

Confirm Password

Password Strength

A horizontal bar representing password strength. It is mostly grey, with a small red segment on the left side, indicating a low strength level.

- f. Set your password and click on "Submit " button. After submit button system redirect to your own dashboard .

2. Dashboard

The screenshot shows the user's profile and active jobs on the Government of Nepal Employment Service Center Job Portal. The user is DHARMA RAJ BUDHATHOKI. The dashboard includes a navigation menu, a profile overview, and a table of active jobs.

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

Home About Us News And Event Find Resume Resources

Occupation: Eg. Manager Location: Eg. Kathmandu Search

Profile Last Logged On:-0000-00-00
 Profile Last Updated On:-

Jobseeker ID: Profile Visited By: Employer:- 0
 No. of jobs Applied:- 0
 No. of Relevant Job Alert:- 0

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)		

Dashboard

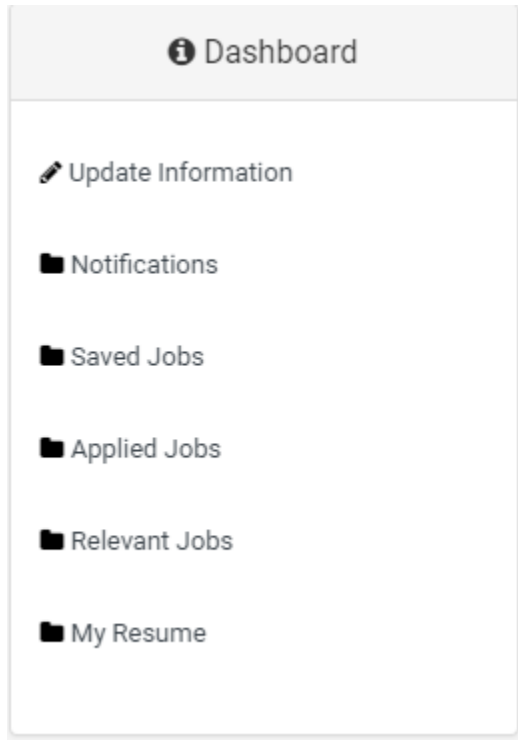
- Update Information
- Notifications
- Saved Jobs
- Applied Jobs
- Relevant Jobs
- My Resume

Change Password

Home About Us News And Event Find Resume

Share / Save

a. Dashboard Menu




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


Sign (*) Show Compulsory Input.


UPLOAD PASSPORT SIZE PHOTO*


IMAGE CHANGE

JOBSEEKER ID

 I-SKR-70CFBE41



 ONE

 Personal Information

STEP TWO

Training & Educational Qualification

STEP THREE

Experiences

STEP FOUR

Review

General Information

Salutation	* First Name	Middle Name	* Last Name
--Select C ▾	DHARMA	RAJ	BUDHATHOKI

* Gender	* Ethnicity	* Date of Birth
<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	--Select One-- ▾	<input type="text"/>

* Citizenship No	* Citizenship provided District	* Marital Status
<input type="text"/>	--Select One-- ▾	Single ▾

Disability	Driving License
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Permanent Address

* Region/Province	* District	* VDC/Metropolitan
--Select One-- ▾	--Select One-- ▾	<input type="text"/>

* Ward No.	Street Name
<input type="text"/>	<input type="text"/>

Current Address

Region/Province	District	VDC/Metropolitan
--Select One-- ▾	--Select One-- ▾	<input type="text"/>

Ward No.	Street Name
<input type="text"/>	<input type="text"/>

Contact Information

Telephone No	* Mobile No	Email
9851008774	<input type="text"/>	<input type="text"/>

[Save & Continue](#)

- You can get your notification through notification section
- In saved job, you can see your saved jobs and you can apply for the job before deadline.
- In applied job, you can see the list of jobs you applied.
- In relevant job, you can see job list which are relevant according to your interests and qualification.
- You can get your resume through my resume section. You can print your resume directly from the system.

[Change Password](#)

- You can change your password by clicking on
- You can search a job through this section:

Occupation Eg. Manager	Location Eg. Kathmandu	Search
Advanced Search		

- By clicking on “Advance Search” , you will get more filtered jobs as per your requirement.

Advance Search (🔥)

District:

---Select One---

Occupation Major

---Select One---

Type of Job

---Select One---

Skill Requirement

---Select One---

Region/Province/Zone:

---Select One---

Per Month Salary:

---Select One---

Organization Type:

---Select One---

Education:

---Select One---

Training Duration

---Select One---

Ethnicity:

---Select One---

Go Search

3. Apply jobs

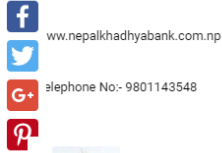
- You can go through any job posted in portal and can apply.

नयाँ आवश्यकता - विशेष सूची			
कामको दर्जा	रोजगारदाता	किसिम	अन्तिम दिन
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

- Click on any jobs and you will redirect to job details page.

Nepal Khadhy Bank Limited

INTRODUCTION In an economy driven by appetite for success, Nepal Khadhy Bank Limited is "Ration for All" by defining new levels of services and products. As a bank founded by reputed entrepreneurs, we understand the needs of a growing economy



Go to our website »

Agricultural and Forestry Production Managers

Intern NKBL-001-EDR as per company rule 200 Day

Experience:-

- Technical: < 1 Year
- Non-Technical: < 1 Year

Detailed Job Description / Requirements:-

The following works has to follow by every workers

1. Soil Testing and management
2. Water harvesting and management
3. Seed management
4. Pre/post harvesting management
5. Integrated pest management
6. storage management
7. ?????
8. ????????????? ????? ?????????????
9. ?????????? ??? ?????? ????????
10. ?????? ??? ?????????? ????? ????????

Skills and Qualifications:-

- Professional
- Teaching
- Farming
- Fishing
- Forestry

Main Skill Requirement:-

Qualification:-

- Bachelor's degree

Facilities And Benefits:-

1. Food coupons
- 2

Priority

District:- Sarlahi Age Group:-26-35 Ethnicity:-Madhesi Gender:- Female

Disability:- No License:- No



- Click "Apply this job"
- If you are not logged in below window ask you to log in.

Agricultural and Forestry Production Managers: Apply

Jobseekers! If you already have an account with DLO, then please **Sign in** and apply online. If you do not have and would like to send your resume directly to the employer, please use this form. Browse your computer to find your resume file to send to the employer while your account will be register as well.

* First Name	* Last Name	* Email
<input type="text" value="Your First Name"/>	<input type="text" value="Your Last Name"/>	<input type="text" value="Your Email"/>
* Phone	* Upload CV:*	
<input type="text" value="Your Phone"/>	<input type="button" value="Choose File"/> No file chosen	

Cover Letter / Application

- If you are registered user, go to “Sign in” button and apply .
- If you are not registered users, fill up the form as shown in above and repeat the process as describe in section 1 (Users Registration).