



Employer User Manual

Directorate of Employment and Craftsmen Training , Government of Assam

Hello! We want to know you better.

Job portal of Assam is a one-stop destination that provides a host of career-related services such as dynamic job matching, career counselling, job notifications, vocational guidance, information on skill development courses, internships and alike. A state portal (job.assam.gov.in) is operational and provides a nation-wide platform to connect job seekers and employers.

Employer Registration

Employer

An employer is an individual or an organization that hires someone to perform specific duties and assignments for its benefit. Any private company/organization, Public Sector Unit, autonomous bodies with a valid Organization's PAN or Company GST number can register as an employer on the Assam Job Portal. The Job portal helps an employer to search for jobseeker matching their requirements and hire them.

Any Employer can register itself on Assam Job Portal by following the steps mentioned below:

Step- 1:

Click on **Employer Registration**–

The screenshot shows the top navigation bar of the Assam Job Portal. The logo of the Directorate of Employment and Craftsmen Training, Government of Assam, is on the left. The navigation menu includes: Home, About Us, Resources, Jobseeker Registration, Jobseeker Login, and Contact Us. The 'Register' button is circled in red. Below the navigation bar is a banner with the text 'WELCOME TO ASSAM JOB PORTAL' and a list of actions: Register, Upload your CV, and Find Job of your interest. A photo of a man in a blue vest is on the right side of the banner.

Step- 2:

Fill up the registration form and click the Create button.

The screenshot shows the 'Employer Registration' form. The left side contains the main form with the following fields: Username (filled with 'thesakil'), Email address, Mobile Number, Company Identification Number, Company PAN Number, Company GST Number, Employment Exchange (dropdown menu), and Password. The right side shows a detailed view of the form with the same fields, plus a 'CREATE ACCOUNT' button and a disclaimer: 'All the information provided here are accurate to the best of the knowledge of our firm/company. This job.assam.gov.in is not responsible for any information, job post etc. provided by us.'

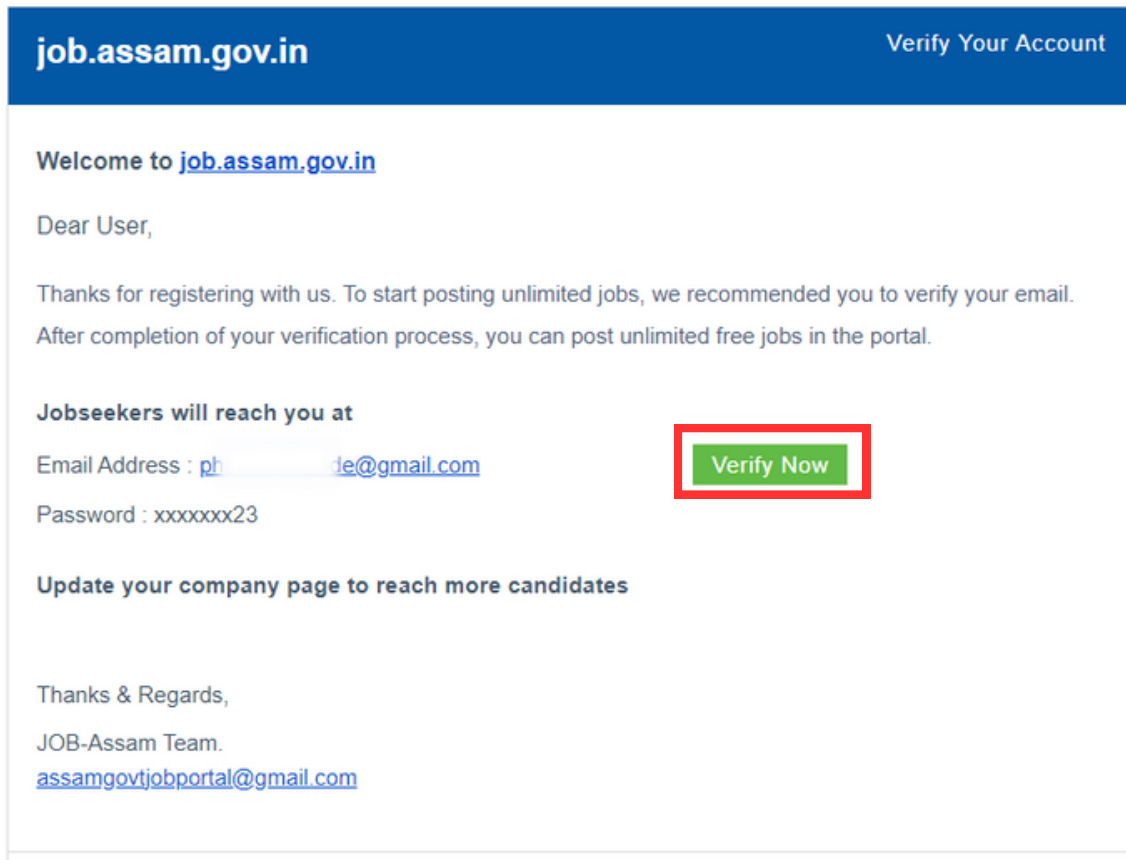
Enter the OTP that will be sent to your mobile number

The screenshot shows the 'Verify Mobile Number' screen. The email address is 'factorfifth@gmail.com'. The mobile number is '7002100770'. The OTP input field contains '200355'. There are 'Verify' and 'Resend OTP' buttons. A note says 'Note: OTP can be send 3 times only'. A green dot indicates 'Successfully Verified'. Annotations include: '1. Enter OTP here' pointing to the OTP field, '2. Click Here to Verify account' pointing to the 'Verify' button, and 'If Don't received OTP then You can Wait 30s and click to resend button' pointing to the 'Resend OTP' button.

The screenshot shows the registration form after successful verification. The mobile number is now '7002509665' and the status is 'Number Verified'. The other fields (Email address, Company Identification Number) are empty.

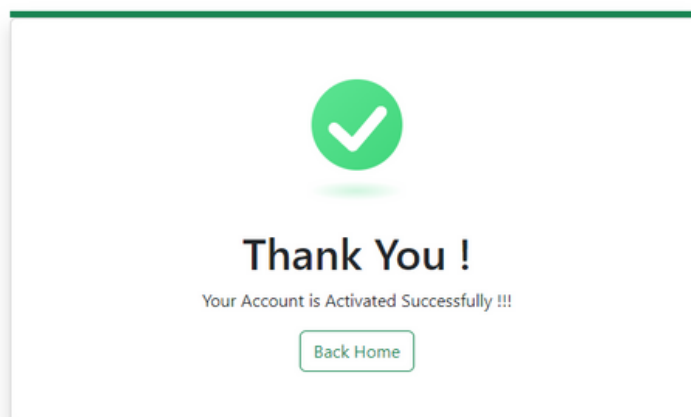
Step- 3:

Check your registered email account and Click on the verify button to activate your account.

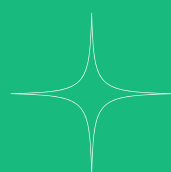


Step- 4:

Your account is successfully activated, you will be able to log in and post new jobs



Thank You!



For detailed information about the functionality of Employer, please refer to the complete User Manual