



# Jobseeker 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](http://job.assam.gov.in)) is operational and provides a nation-wide platform to connect job seekers and employers.

## Jobseeker Registration

### Jobseeker

A Jobseeker is a person who is looking for a viable employment (job) opportunity. To get a job through the Assam Job portal as a Jobseeker, you need to first register yourself on the portal.

**Any Jobseeker can register itself on Assam Job Portal by following the steps mentioned below:**  
Visit [job.assam.gov.in](http://job.assam.gov.in).

### Please Follow all steps.

#### ■ Step- 1:

Click on **Jobseeker Registration-**

## WELCOME TO ASSAM JOB PORTAL

- ✓ Register
- ✓ Upload your CV
- ✓ Find Job of your interest

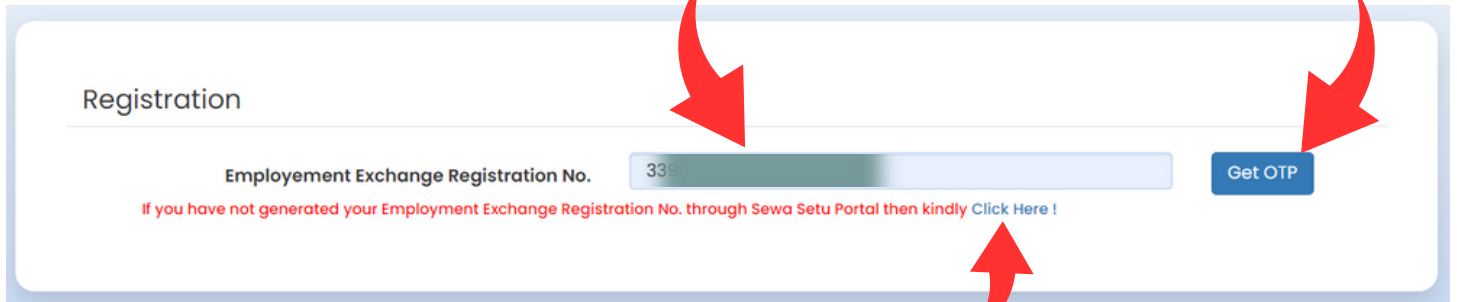


## Step- 2:

For **Getting OTP** we should follow these steps :

1. Enter Your Employment Exchange Registration number

2. Click here to get OTP

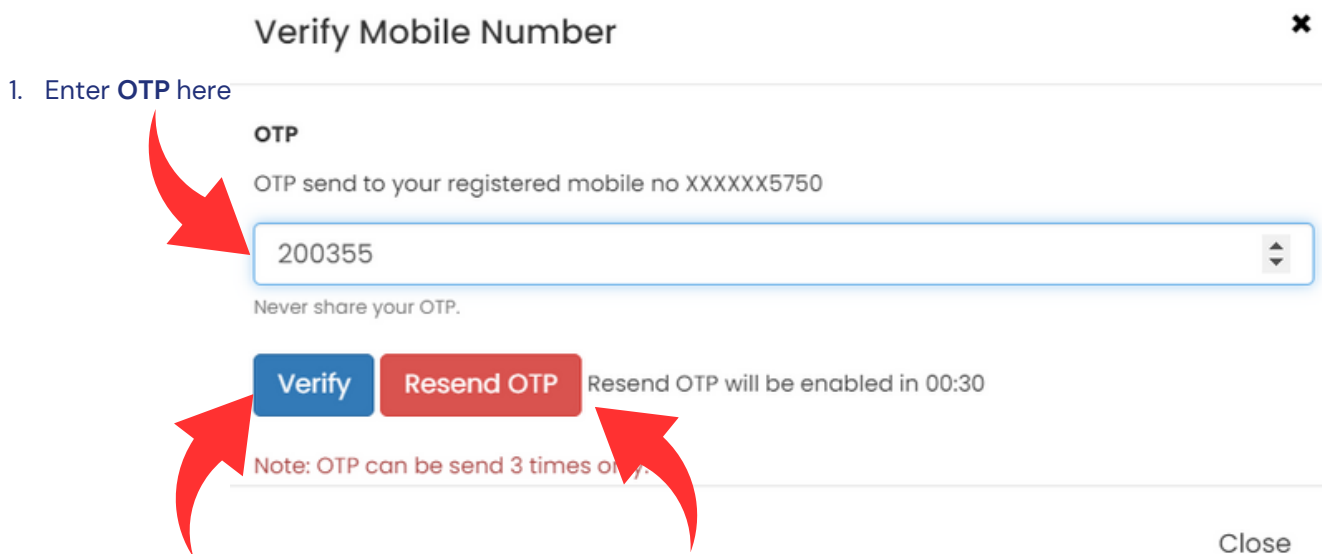


The screenshot shows a 'Registration' form with a text input field for 'Employment Exchange Registration No.' containing the number '335'. To the right of the input field is a blue button labeled 'Get OTP'. Below the input field, there is a red text link: 'If you have not generated your Employment Exchange Registration No. through Sewa Setu Portal then kindly Click Here !'. Red arrows point from the instructions above to the input field and the 'Get OTP' button.

If You don't have number , Click here to create an Employment Exchange No

## Step- 3:

Recived **OTP** on your registered Mobile no. You should enter and **verify Mobile number** for further steps



The screenshot shows a 'Verify Mobile Number' form. At the top, it says 'Verify Mobile Number' with a close icon. Below that, it says '1. Enter OTP here' with an arrow pointing to an input field containing '200355'. Above the input field, it says 'OTP' and 'OTP send to your registered mobile no XXXXXX5750'. Below the input field, it says 'Never share your OTP.'. At the bottom, there are two buttons: 'Verify' (blue) and 'Resend OTP' (red). To the right of the 'Resend OTP' button, it says 'Resend OTP will be enabled in 00:30'. Below the buttons, there is a note: 'Note: OTP can be send 3 times only.'. At the bottom right, there is a 'Close' button. Red arrows point from the instructions to the input field, the 'Verify' button, and the 'Resend OTP' button.

2. Click Here to Verify account

If Don't received OTP then You can Wait 30s and click to resend button

**Step- 4:**

Email and District are mandatory field . if not prefilled please filled it now

1 Personal Information 2 Education / Employment Details 3 Certification Details 4 Create Account

### Personal Information Details

Name	ABHIJIT ADHIKARI	Gender	Male
Email ID *	adhikariabhijit186@gmail.com	Mobile Number	
DOB	01/12/2001	Marital Status	Single
Fathers Name	KRISHNA ADHIKARI	Mothers Name	JAYA ADHIKARI
Employment Exchange	District Employment Exchange- Guwahati	Highest Educational Level	12th Pass
Religion	Hinduism	Caste	General
Physically Handicapped	No	Disability Category	

### Address Details

Current Location	SUALKUCHI	Current Pincode	781103
Police Station	SUALKUCHI	Post Office	SUALKUCHI
District *	KAMRUP	Occupation	Student

[Next](#)

*Note: Correction or Updation of existing data should be done in Sewa Setu Portal*

**Step- 5:**

School Medium, month and year of admission, Course Type, specialization are mandatory field, please fill up the mandatory part.

1 Personal Information 2 Education / Employment Details 3 Certification Details 4 Create Account

### Educational Information Details

Education  
(Please fill up according to different level of education )

Institute	Missamari Junior College	Degree	2012
Month & Year of Admission *		Course Type *	Select Course Type
Date Of Passing	20/05/2011	Score	
Specialization *			

Institute	L.O.X.D College	Degree	2106
Month & Year of Admission *		Course Type *	Select Course Type

### Employment Information Details

Currently Employed *	<input checked="" type="radio"/> Yes <input type="radio"/> No	From Date *	15/02/2016
Company *	TK Engineering Consortium Pvt. Ltd.	Designation *	Executive
To Date	30/09/2021	Nature of Work	Full time
Salary *	25000 Salary Type	Functional Role	Executive
Industry Sector	Infrastructure		

### Skills

Skills Used \*

## Step- 6:

Select a language and select your ability

1 Personal Information 2 Education / Employment Details 3 Certification Details 4 Create Account

### Certification Details

**Skill Certification**

Certificate ID

Sector

Course Job Role

Exam diploma certificate

Duration

**Training Certification**

Certificate Name

Date of Passing \*

Duration in months \*

Issued By \*

**Languages**

Language \*

Read  Write  Speak

[+Add More](#)

[Back](#) [Next](#)

Note: Correction or updation of already existing data should be done in Sewa Setu Portal

## Step- 7:

Enter Password and confirm password. give your concern by selecting all the check boxes for an account create

1 Personal Information 2 Education / Employment Details 3 Certification Details 4 Create Account

### Create Account

**Create Password \***

**Confirm Password \***

**Resume**  No file chosen

doc, docx, pdf, odt - 300kb max

I agree to receive notifications job.assam.gov.in

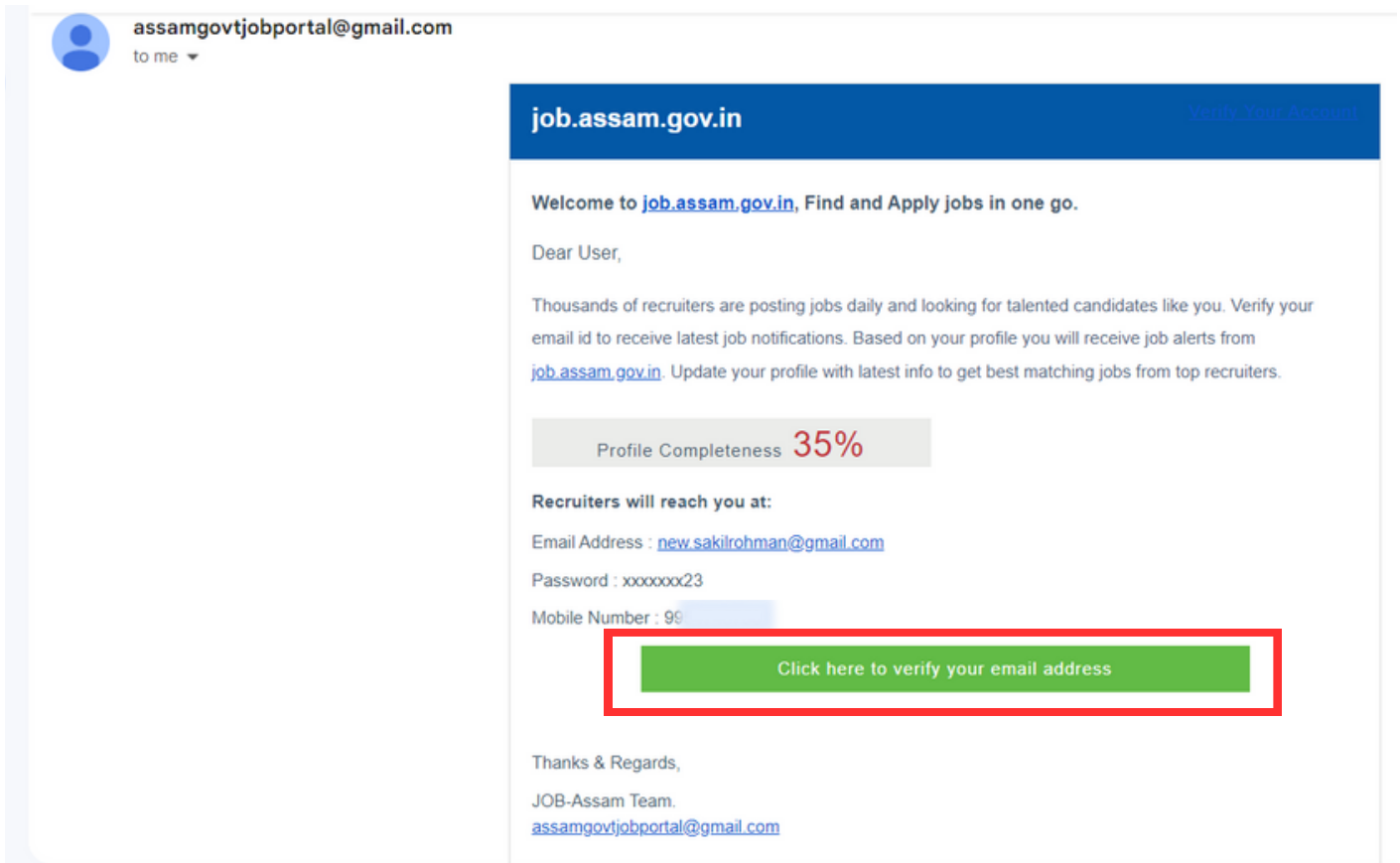
All the information provided here are accurate to the best of my knowledge and further i submit that no criminal cases are pending against me at any court of law in India.

This is to declare that I have registered with government employment exchange of Assam. I would like to explore any job opportunities that may come up in government, semi-Government or private sector. Therefore, I consent and authorize Skill, Employment & Entrepreneurship department of Assam that in event my data needs to be shared with the prospective employer, other Govt. organization or third party job portal the same can be shared.

[Back](#) [Create Account](#)

### Step- 8:

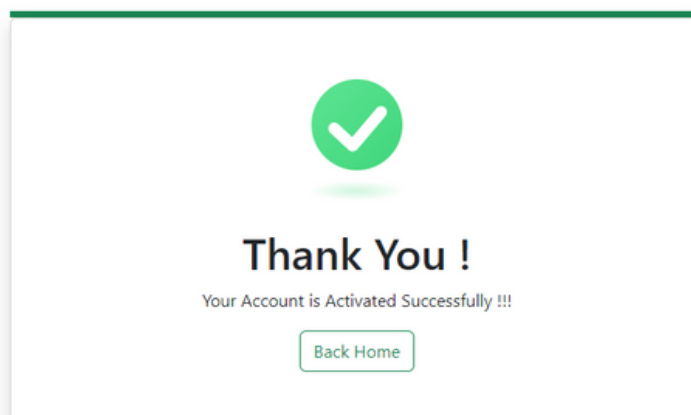
Check your registered Email account and Click on the Verify button to activate your account.



The screenshot shows an email interface. At the top left, there is a profile icon and the text "assamgovtjobportal@gmail.com" with a dropdown arrow. The main content area has a blue header with "job.assam.gov.in" and a link "Verify Your Account". Below the header, the text reads: "Welcome to [job.assam.gov.in](http://job.assam.gov.in), Find and Apply jobs in one go." followed by "Dear User," and a paragraph about job notifications. A progress bar shows "Profile Completeness 35%". Under "Recruiters will reach you at:", it lists "Email Address : [new.sakilrohman@gmail.com](mailto:new.sakilrohman@gmail.com)", "Password : xxxxxx23", and "Mobile Number : 99". A green button with the text "Click here to verify your email address" is highlighted with a red border. At the bottom, it says "Thanks & Regards, JOB-Assam Team. [assamgovtjobportal@gmail.com](mailto:assamgovtjobportal@gmail.com)".

### Step- 9:

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



The confirmation screen features a large green checkmark icon at the top. Below it, the text "Thank You !" is displayed in a large, bold font. Underneath, it says "Your Account is Activated Successfully !!!". At the bottom center, there is a button labeled "Back Home".

## • View and Update Jobseeker Profile

- You can add or change the profile description
- You can upload your resume
- You can upload a profile picture
- Addition and updation of new educational qualifications and other skills training courses should be done in **Sewa Setu Portal**

Select A JobType | Enter Any Skills, Qualifications | Enter Any Locations, States | Experience(Y) | **SEARCH HERE**

Home > Profile

### PROFILE DETAILS

YOUR PROFILE COMPLETENESS

45%

Profile | Applied Jobs: 0 | Suggested Jobs: 2

### PRIVACY SETTINGS

Email Notifications: ON/OFF | Change Password | Messages: 0

### JOB ALERTS

Get all relevant jobs to your inbox as per your requirement by creating alerts | **CREATE JOB ALERT**

## Hi RAJU DAS, Welcome Back!

Last Update : May 2, 2023, 11:58 a.m.

Update and fill your details to complete your profile and get desired jobs

Mobile Number : 9 | Email: new.sakilrohman@gmail.com | Verified ✓

**Upload Profile Picture**

### PROFILE SUMMARY

First Name	Highest Educational Level	Pincode
Fathers Name	Phone Number	Post Office
Mothers Name	Physically Handicapped	District

## • Search and apply Jobs

- Once profile is updated, Jobseeker can search jobs on the top.
- Jobs search can be customized by using job type, Location, skills, experience etc.
- Also view all recommended job through click **View More** button.

Python Developer [3 - 4 Years] | Techsmart | ₹180000 P.A | Guwahati | **APPLY NOW**

Java Developer [2 - 3 Years] | Techsmart | ₹180000 P.A | Guwahati | **APPLY NOW**

UI UX Designer [0 - 9 Years] | WebXgo | ₹240000 P.A | Guwahati | **APPLY NOW**

Node.js Developer [0 - 12 Years] | Phantoms | ₹600000 P.A | Sivasagar | **APPLY NOW**

Cab Driver [0 - 10 Years] | Ola | Guwahati | **APPLY NOW**

Part-Time Plumber [Fresher] | The Services | ₹18000 P.A | Guwahati | **APPLY NOW**

Web developer [1 - 9 Years] | Buysara | Sivasagar | **APPLY NOW**

Java Developer [Fresher] | Javvva | Guwahati | **APPLY NOW**

Teaching Faculty [Fresher] | The University | Dibrugarh | **APPLY NOW**

**View More**

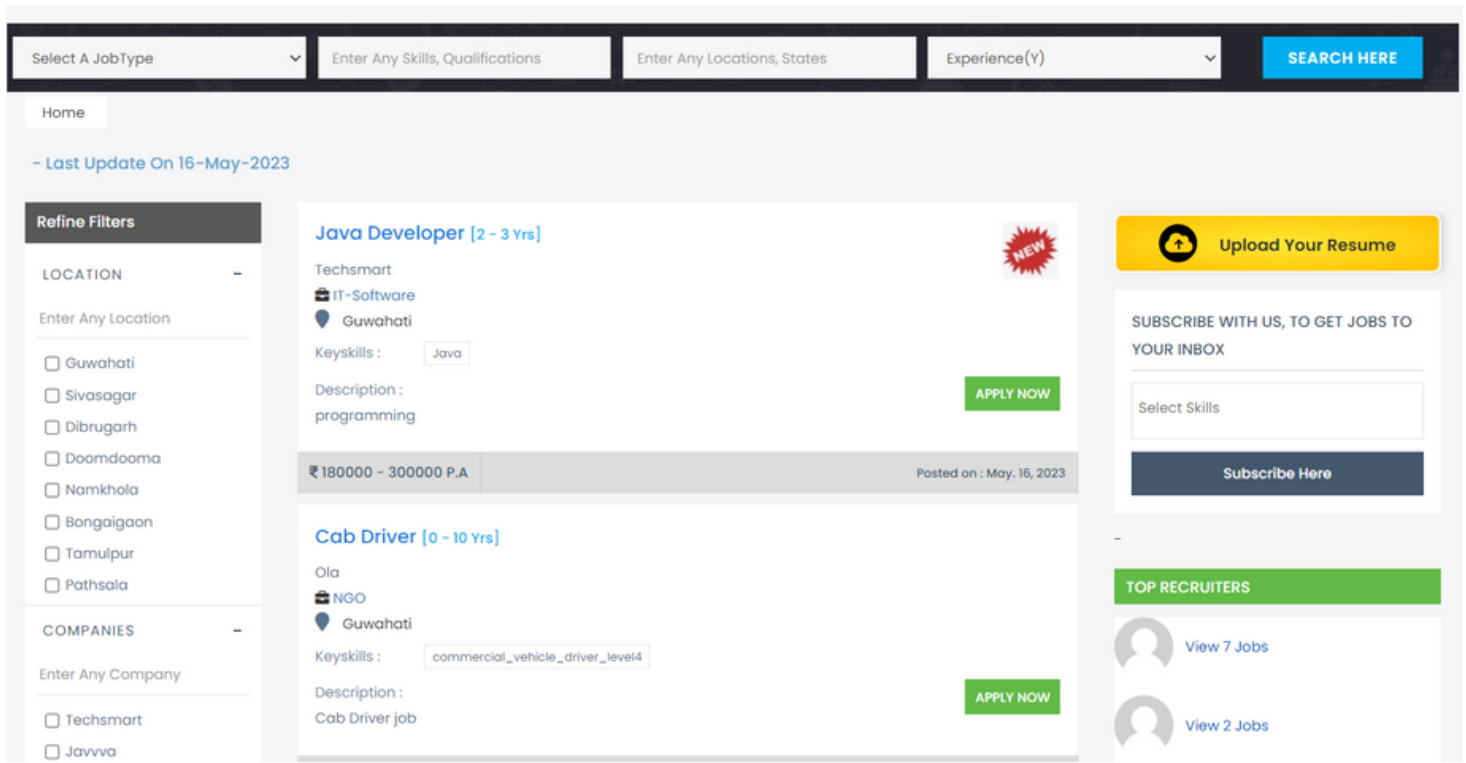
### TOP RECRUITERS

- View 7 Jobs
- View 2 Jobs
- View 0 Jobs
- View 0 Jobs

**See More**

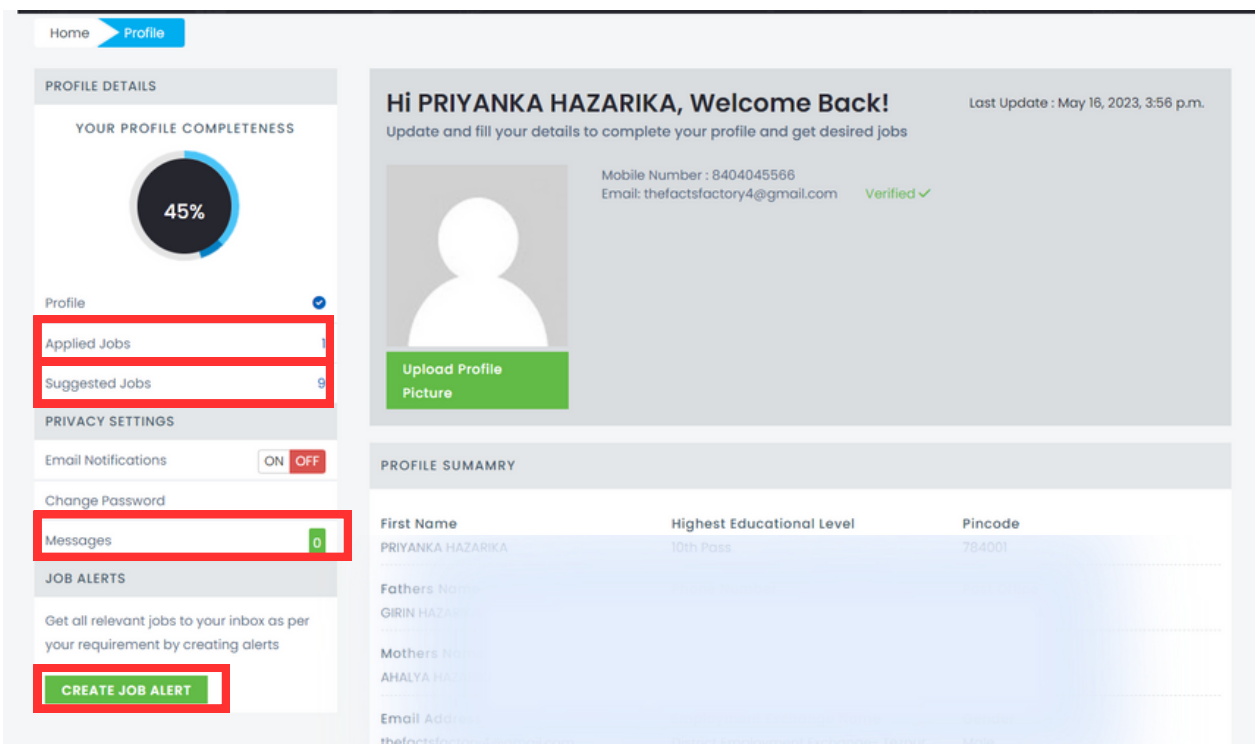
- o **advanced search parameters to further narrow down the results**

- o After setting the search criteria, click the Search button to view search results in the Jobs section of the screen
- o Jobseeker can also search by preferred Job type- Full time, Contractual, Fresher and Walk-in.
- o The search results can also be refined using the filters of the search page
- o You can also see the Top recruiters on the right bottom
- o Click the "Apply" button on bottom of each job posting to apply for that particular job role.

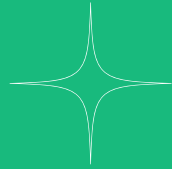


- o **Other options**

- o You can view your all applied job click on **Applied Jobs**
- o You can check recommended job through click on **Suggested Jobs**
- o You can directly message with recruiters who has interest on your profile, through click on **Messages**
- o You can create job alert on your particular topic through click on **Create Job Alert** button



# Thank You!



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