

USER MANUAL-EMPLOYER

Development and deployment of
Returnee Job Portal

Foreign Employment Board

Babar Mahal, Kathmandu



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1. Organization Background

The Government of Nepal has formed the Foreign Employment Board (FEB) for the purpose of making foreign employment safe, orderly & dignified, and protecting the rights and benefits of the workers and foreign employment institutions. The FEB has been formed as per the provision in Article 38 of the Foreign Employment Act 2064. The Foreign Employment Board has a secretariat to conduct the regular activities of the Board.

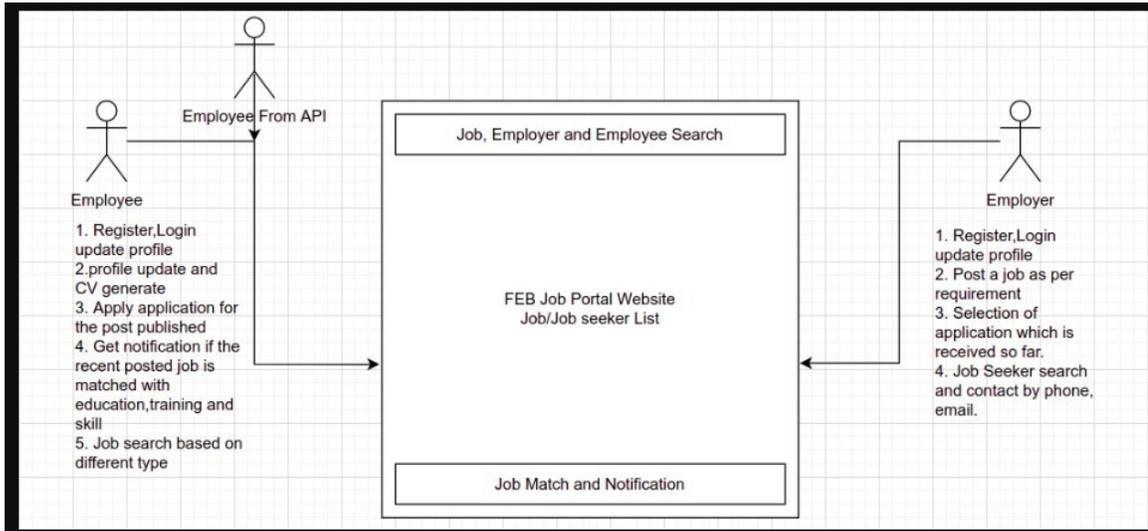
Chaired by the Hon'ble Minister of Labor and Employment for the FEB, it has representation from high-ranking government officials, foreign employment entrepreneurs, trade unions, foreign employment experts, and representation from the organizations working in the field. The Board currently has 25 members, including the chairman.

The Board performs the functions as per the decisions and directions of the Foreign Employment Act 2064, Foreign Employment Rules 2064. So far, the Board has been mainly providing financial assistance to the families of the deceased, medical expenses to the sick and injured, assistance in bringing the stranded bodies abroad, rescuing workers due to internal insurgency in the destination country, rescuing the stranded workers due to economic recession, conducting public awareness programs and running shelter/safe houses abroad. The Board has a welfare fund to carry out the above-mentioned activities. The fund will have the amount deposited mainly by the workers going for foreign employment as prescribed by the prevailing law.

Occupying around 23 percent of the country's gross domestic product, the sector is establishing itself as the backbone of the economy. Therefore, the Board has the view that there should be coordination, cooperation, and collaboration among the workers, foreign employment recruitment agencies, civil societies, and all other concerned bodies to make this sector safe, orderly, and dignified.

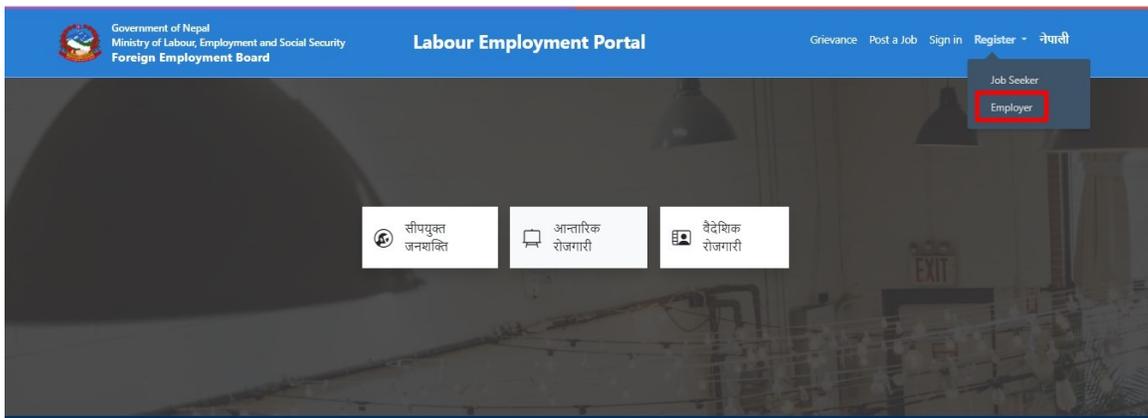
2. Project Overview

FEB Job Portal online job portal for making the tedious, ad-hoc, and manual system into the digitized system from where job seekers can apply for job and employer can post the job vacancy. Portal goal is to provide quality employment services .



3. Employer Registration

First of all user/job seeker must have to register in system .Browse the given link: 10.2.50.223



Click on Employer tab below Register dropdown on the right top corner. Form will load.

Sign (*) Show Compulsory Input.

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

*Company Logo logo.jpg

*Contact Person

*Company Name *Email Website

Company Description

*Registration Number Registration Office Registration District

*Company Type *Employment Sector

No of Staffs

| Male | Female | Other | Total No. of Staff |
|---------------------------------|---------------------------------|----------------------|---------------------------------|
| <input type="text" value="10"/> | <input type="text" value="12"/> | <input type="text"/> | <input type="text" value="22"/> |

Company Address

*Region/Province *District *VDC/Metropolitan

*Ward No. Street Name Po Box

*Telephone No Mobile No

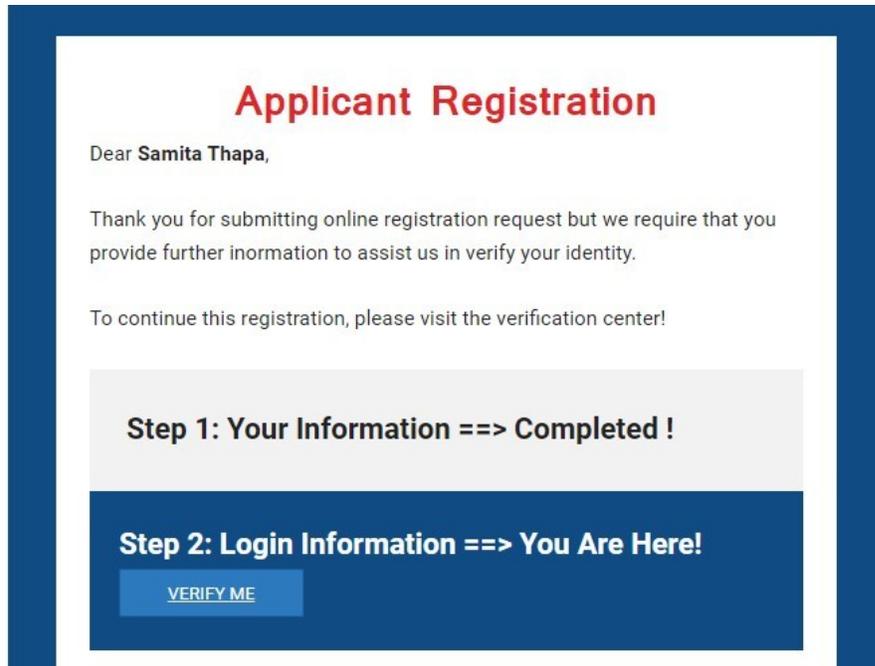
Enter all the required values in below headings.

- a) company information
- b) No of staffs
- c) company address

Click submit button

You will get the success message

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



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 **awale.archana@gmail.com**

Password

Confirm Password

Password Strength

Weak

[Submit](#)

Set your password strong and click on “Submit ” button. After submit button system drive to your own Dashboard .

4. Dashboard

Government of Nepal
Ministry of Labour, Employment and Social Security
Foreign Employment Board

Labour Employment Portal

Grievance Post a Job PASS नेपासी

MANAGE VACANCIES

| Job Title | Company | Type | Deadline | Action |
|-----------|---------|------|----------|--------|
| No Record | | | | |

PASS

- Dashboard
 - Change Password
 - Update Information
 - Post a Job
 - Vacancy Report
- Candidate
 - Applications Received
 - ShortListed Candidate
 - Pending Candidate
 - Rejected Candidate

Change Password

Change Password

New Password

Re-type New Password

Change Password

- Enter the new password
- Retype the new password
- Click on change password button

Update information

Government of Nepal
Ministry of Labour, Employment and Social Security
Foreign Employment Board

Labour Employment Portal

Grievance Post a Job PASS नेपाली

Sign (*) Show Compulsory Input.
Company Information (confirm your email address to complete your Employer account.)

*Company Logo Choose File No file chosen

*Contact Person

*Company Name *Email Website

Company Description

*Registration Number Registration Office Registration District

*Company Type *Employment Sector

No of Staff

| Male | Female | Other | Total No. of Staff |
|---------------------------------|---------------------------------|--------------------------------|---------------------------------|
| <input type="text" value="10"/> | <input type="text" value="12"/> | <input type="text" value="0"/> | <input type="text" value="22"/> |

Company Address

*Region/Province *District *VDC/Metropolitan

*Ward No. Street Name Po Box

* Telephone No Mobile No

Update your information if required

Post a job

Fill all the required values under the following heading as shown in the page below.

Click on submit button.



Sign (*) Show Compulsory Input.

Posted Date: 2079-3-8
 *Last date of application: 2079-3-30
 *Required Number of Jobseekers: 2

Job Title: Senior Java Programmer
 *Job starting date: 2079-4-1

* Occupation Unit Group

Letters: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 Information and Communications Technology Services Managers

Job description

erCollaborating with business analysts and developers to produce software designs
 Formulating program specifications and basic prototypes
 Transforming software designs and specifications into high functioning code in the appropriate language

* Duty station: kathmandu
 * Region/Province: Bagmati
 * District: ----Select One----
 * Per Month Salary: NRs 30,000-40,000
 * Type of Job: Full Time
 * Job description: Day
 Work Days/Week: 5
 Work Hour/Day: 9
 * Contract period: up to 1 year

Facilities and benefits

Open and menary culture
 Hybrid working culture and flexible working hours
 Work autonomy, meaningful challenges, and significant impact on the company culture
 Knowledge sharing Opportunity
 Attractive Salary
 Annual, Monthly and Quarterly Events
 PF, Gratuity and Medical benefits
 Learning and Development Opportunities
 Lunch at office

REQUIREMENT

*Required education level: Bachelor's degree

Skills Required(Check appropriate one or more)

- Professional
- Teaching
- Information Technology
- Administration
- Clerical
- Computer
- Trade
- Construction
- Driving
- Manufacturing
- Selling
- Hotel/Restaurant
- Cooking
- Sewing
- Farming
- Fishing
- Forestry
- Factory
- Labouring
- Other

Briefly describe main skills requirement

Open and menary culture
 Hybrid working culture and flexible working hours
 Work autonomy, meaningful challenges, and significant impact on the company culture
 Knowledge sharing Opportunity
 Attractive Salary
 Annual, Monthly and Quarterly Events
 PF, Gratuity and Medical benefits
 Learning and Development Opportunities
 Lunch at office

Required training: 2 years
 Please state if any other training requirement: Please state if any other training requirement

Work Experience(Technical): ----Select One----
 Work Experience(Non-Technical): ----Select One----
 Other experience requirement: Other experience requirement

Please Check Priority :-

Application requirement

- Application
- Curriculum vitae/ Resume
- Copy of citizenship certificate
- Copy of education qualification certificates
- Copy of related work experience evidences
- Reference

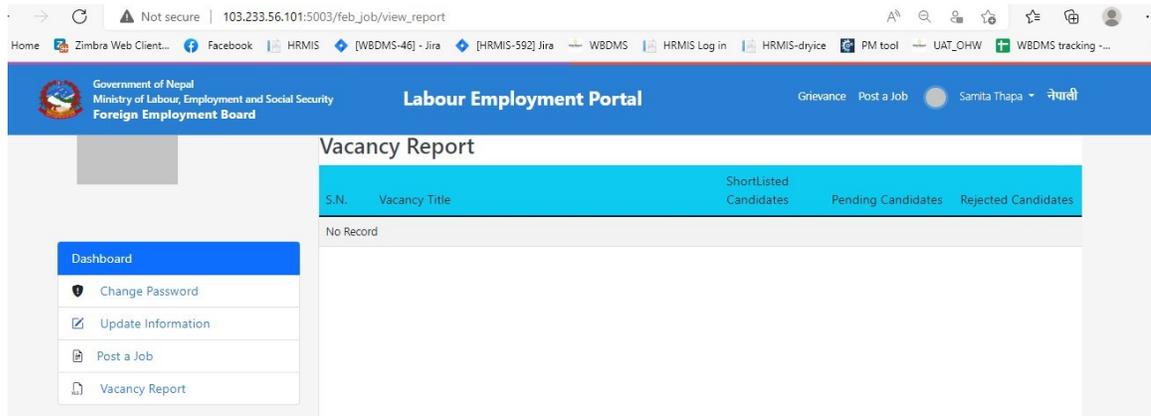
* Application procedure: online

Please state if any other requirements:

Submit

Vacancy Report

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 screenshot shows the Labour Employment Portal interface. The header includes the Government of Nepal logo, Ministry of Labour, Employment and Social Security, and Foreign Employment Board. The main title is 'Labour Employment Portal'. The user is logged in as Samita Thapa. The 'Vacancy Report' section is active, displaying a table with columns for S.N., Vacancy Title, ShortListed Candidates, Pending Candidates, and Rejected Candidates. The table currently shows 'No Record'. A sidebar menu on the left includes options for Dashboard, Change Password, Update Information, Post a Job, and Vacancy Report.

5. Candidate

The entire candidates who have applied for the vacancy you posted are categorized in the different section below.

Application Received

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

Shorted Listed Candidate

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

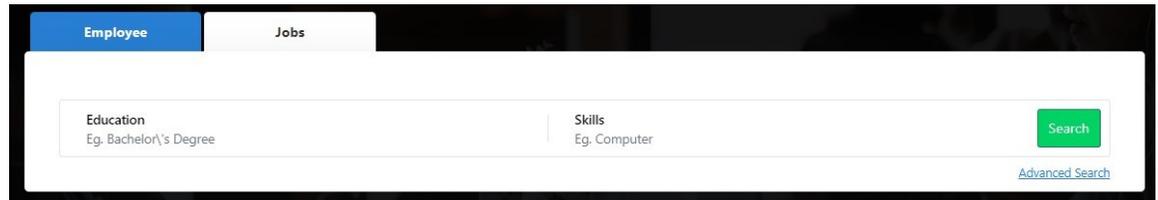
Pending Candidate

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

Rejected Candidate

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

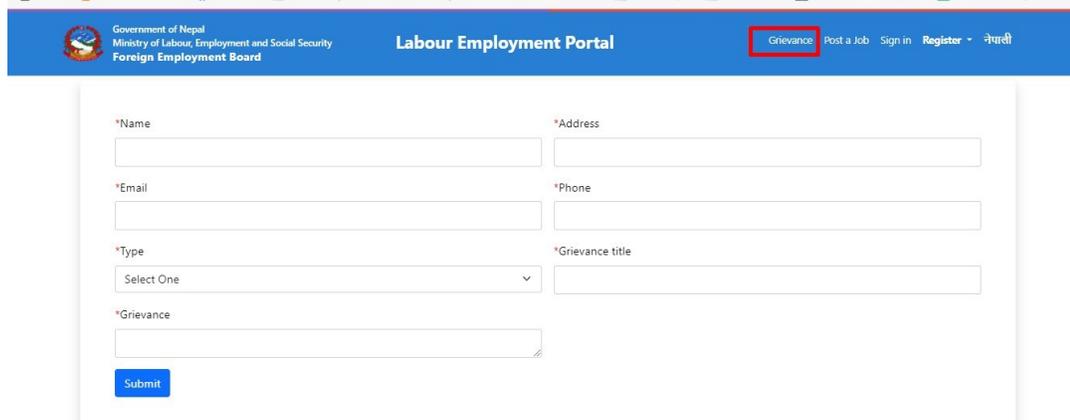
- Jobseeker can search the job you posted through this section:



The screenshot shows a search interface with two tabs: 'Employee' and 'Jobs'. Below the tabs is a search bar with two input fields: 'Education' (with the example 'Eg. Bachelor's Degree') and 'Skills' (with the example 'Eg. Computer'). A green 'Search' button is located to the right of the input fields. Below the search bar, there is a link for 'Advanced Search'.

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

6. Grievance



The screenshot shows the 'Grievance' form on the Labour Employment Portal. The form is titled 'Grievance' and is part of the 'Labour Employment Portal' which is managed by the Government of Nepal, Ministry of Labour, Employment and Social Security, and the Foreign Employment Board. The form includes the following fields:

- *Name
- *Address
- *Email
- *Phone
- *Type (Select One)
- *Grievance title
- *Grievance

A blue 'Submit' button is located at the bottom left of the form.

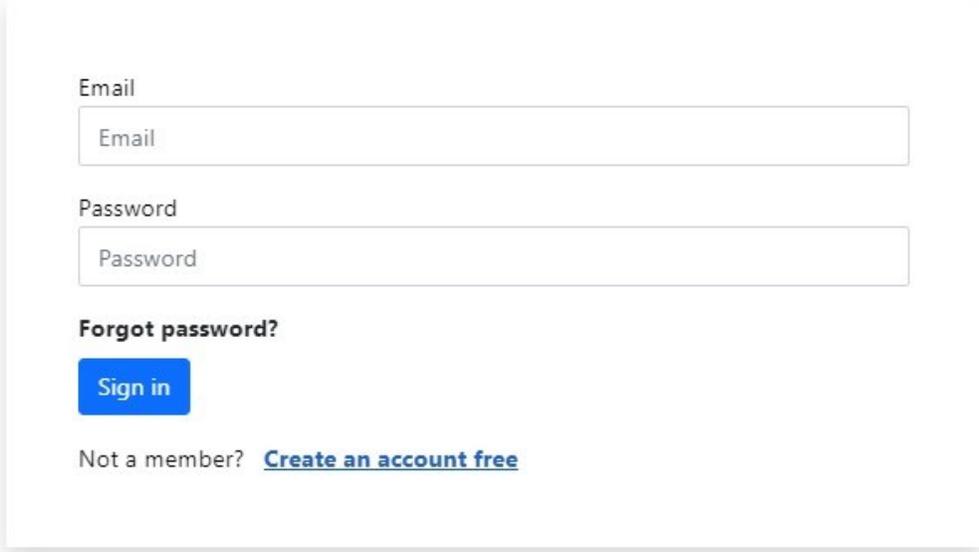
If you have any grievance, enter all the required values and click on submit button.

We have dual language here, English and Nepali. Click on the right corner as per your requirement.

Click on Logout tab below your profile if you want to come out of the system.

Sign In

If you are already member you can simply click on sign in button to login again into the system.

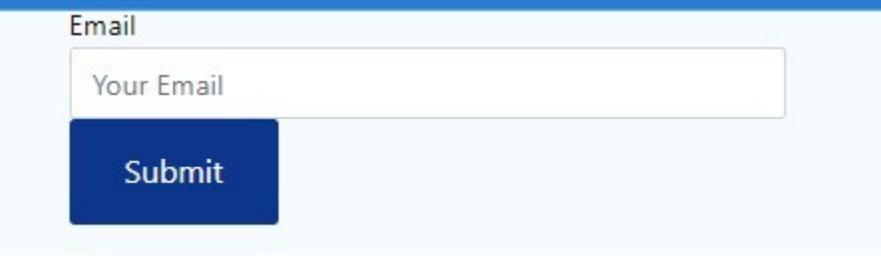


The image shows a sign-in form with two input fields: 'Email' and 'Password'. Below the password field is a link for 'Forgot password?'. At the bottom, there is a blue 'Sign in' button and a link for 'Not a member? Create an account free'.

- Enter the verified email address
- Enter the valid password
- Click on sign in button

Forgot Password

Click on the Forgot Password Link if you have forgot your password and want to reset that again.



The image shows a forgot password form with a single input field labeled 'Email' containing the placeholder text 'Your Email'. Below the input field is a dark blue 'Submit' button.

- Submit the valid email address
- Click on submit button
- You Will get the link to reset your password in your submitted email address