

USER MANUAL-JOBSEEKER

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.

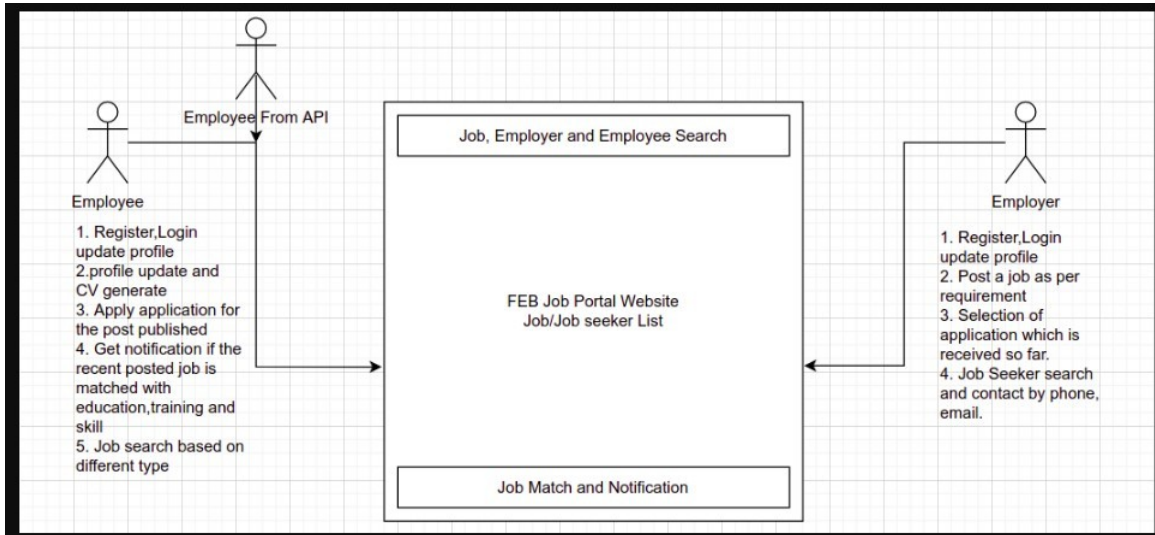
Chaired by the Hon'ble Minister of Labor and Employment for the FEB, it has representation from high-ranking government officials, foreign employment entrepreneurs, trade unions, foreign employment experts, and representation from the organizations working in the field. The Board currently has 25 members,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

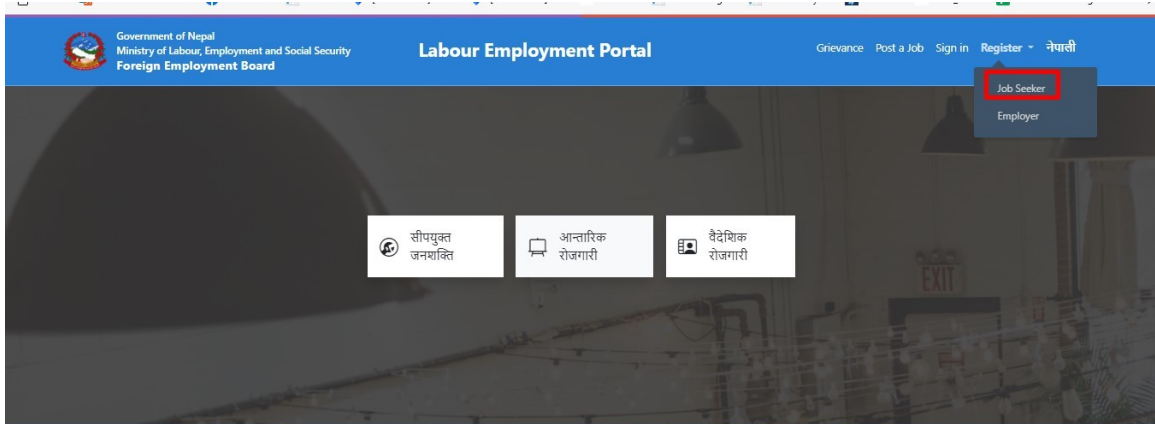
2. Project Overview

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. Job Seeker Registration

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



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

Email
archana@gmail.com

Phone
9841484403

Register

- Enter the valid email address
- Enter your valid telephone number
- Click on register button
- You will get the success message as below

[×](#) Successfully registered, To continue this registration, please visit your email archana@dryicesolutions.net and check email that we send to you.

Email
Email

Phone
Phone

Register

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

Further registration required to verify your identification

Applicant Registration

Dear ,

Thank you for submitting online registration request but we require that you provide further information to assist us in verify your identity.

To continue this registration, please visit the verification center!

Step 1: Your Information ==> Completed !

Step 2: Login Information ==> You Are Here!

VERIFY ME

[How To Verify?](#)

This is system generated mail. So please do not reply to this email. Should you have any queries, please feel free to communicate us in info@feb.gov.np


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 **archana@dryicesolutions.net**

Password

Confirm Password

Password Strength

Weak

Submit

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



Profile

Jobseeker ID:

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

Profile Last Updated On:-

Profile Visited By
Employer:- **0**

No. of jobs
Applied:- **0**

[No. of Relevant
Job Alert:- 0](#)

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

Active Jobs Categories

Category	Type	Salary	District		
Managers	19	Professionals	35	Technicians and Associate...	17
Clerical Support Workers	11	Services And Sales...	17	Skilled Agricultural, Forestry...	1
Craft and Related...	10	Plant and Machine...	3	Elementary Occupations	11

4. Profile

Upload passport size photo*




image Change

No file chosen

General Information

Training & Educational Qualification

Experiences


Review

At First Upload your Profile image. Enter your generation information through the tab General Information.

Have you gone abroad for employment? Yes

Sign (*) Show Compulsory Input.

General Information

Upload passport size photo*

 image Change

General Information
 Training & Educational Qualification
 Experiences
 Review

Salutation * First Name Middle Name * Last Name

* Gender Male Female Others * Ethnicity * Date of Birth

* Citizenship No * Citizenship provided District * Marital Status

Disability Yes No Driving License Yes No

Permanent Address

* Region/Province * District * VDC/Metropolitan

* Ward No. Street Name

Current Address

Region/Province District VDC/Metropolitan

Ward No. Street Name

Contact Information

Telephone No * Mobile No Email

[Save & Continue](#)

- Enter all mandatory values that are marked with * sign.
- Fill all the required values below headings:
 - a) General information
 - b) Permanent Address
 - c) Current Address
 - d) Contact Information

Once entered all values, click on Save and continue button. Page will redirect into next tab i.e Training and Education Qualification.

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

Grievance नेपाली

General Information
Training & Educational Qualification
Experiences
Review

Qualification
* Highest Education level: Master's degree
Primary Occupation: Computer Network and Systems Tec...
Secondary Occupation: Information Technology Trainers

Please state if any other occupation

Field of Study	Title of education degree	Division	Passed Year	Institution's name and address
software engini	Bachelor's degree	II	2008	KEC
Administration	Master's degree	I	2012	Apex

Add More

Trainings

Title of training	Duration	Hours	Passed Year	Institution's name and address
programming	6-12 months	2	2009	aptech
designing	6-12 months	3	2010	Maya

Add More

Skills

<input type="checkbox"/> Professional	<input checked="" type="checkbox"/> Teaching	<input checked="" type="checkbox"/> Information Technology	<input type="checkbox"/> Administration
<input type="checkbox"/> Clerical	<input checked="" type="checkbox"/> Computer	<input type="checkbox"/> Trade	<input type="checkbox"/> Construction
<input type="checkbox"/> Driving	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Selling	<input type="checkbox"/> Hotel/Restaurant
<input checked="" type="checkbox"/> Cooking	<input type="checkbox"/> Sewing	<input type="checkbox"/> Farming	<input type="checkbox"/> Fishing
<input type="checkbox"/> Forestry	<input type="checkbox"/> Factory	<input type="checkbox"/> Labouring	<input type="checkbox"/> Other

Briefly describe main skills

[Go to The General Information](#) [Save & Continue](#)

- Enter all mandatory values that are marked with * sign.
- Fill all the required values below headings:

- Qualification
- Training
- Skills

Once entered all values, click on Save and continue button. Page will redirect into next tab i.e Experiences .If you want to make correction you can click on general information link as well

Government of Nepal
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Labour Employment Portal

General Information

Training & Educational Qualification

Experiences

Review

Employment

Occupational Title: Junior Programmar

Duties: Programming

Date From: 2010-04-05

Date to: 2010-08-20

Employer/Enterprise name and address: Caption pvt.Ltd

Reason for leaving last job: Personal growth

[Add More](#) [Remove](#)

Current Status of Employment and Interested Area

* Current status: Unemployment

* Interested Area: Quality Assurance

Reason for changing/searching new job:

[Go To The Training & Educational Qualification](#) [Save & Continue](#)


- Enter all mandatory values that are marked with * sign.
- Fill all the required values below headings:

a) Employment

b) Current status of employment and Interested Area

Once entered all values, click on Save and continue button. Page will redirect into next tab i.e Review. Recheck all the values you entered and do corrections if required.

5. Dashboard



Mrs. Sarita Singh

Profile

Jobseeker ID: **JOB-SKR-6DACAFFA**

Profile Last Logged On:- **2022-06-22**
Profile Last Updated On:- **2022-06-22**

Profile Visited By: Employer:- **0**

No. of jobs Applied:- **0**

[No. of Relevant Job Alert:- 12](#)

Active Jobs Categories

Category	Type	Salary	District		
Managers	19	Professionals	35	Technicians and Associate...	17
Clerical Support Workers	11	Services And Sales...	17	Skilled Agricultural, Forestry...	1
Craft and Related...	10	Plant and Machine...	3	Elementary Occupations	11

You can view different tab here with active job categories.

Update Information

You can update your information here.

Notifications

All the notification you received will list here in this tab.

Applied Jobs

The jobs which you have applied before will list here in this tab.

Relevant Jobs

The entire relevant jobs that is matched with your resume will list here.

The screenshot shows the Labour Employment Portal interface. At the top, there is a blue header with the Government of Nepal logo, the text 'Government of Nepal, Ministry of Labour, Employment and Social Security, Foreign Employment Board', the portal name 'Labour Employment Portal', and user information 'Grievance Sarita नेपाली'. Below the header is a search bar with a 'Go Back' link. The main content area displays 'Search Result 12' and a grid of job listings. Each listing includes a job title, location, contract type, application deadline, and an 'Apply Now' button.

Job Title	Location	Contract Type	Deadline	Action
Real Estate Agents and Property Managers	Jhapa	Full Time	2022-06-28 (6 Days)	Apply Now
Construction Managers	Bhaktapur	Full Time	2022-06-28 (6 Days)	Apply Now
Software Developers	Lalitpur	Trainee	2022-06-28 (6 Days)	Apply Now
Receptionists (general)	Rupandehi	Full Time	2022-06-28 (6 Days)	Apply Now
Accounting Associate Professionals	Kathmandu	Full Time	2022-06-28 (6 Days)	Apply Now
Sales and Marketing Managers	Jhapa	Full Time	2022-06-28 (6 Days)	Apply Now
Announcers on Radio, Television and Other	Sunsari	Full Time	2022-06-28 (6 Days)	Apply Now
Software Developers	Sunsari	Full Time	2022-06-28 (6 Days)	Apply Now

Saved Jobs

All the saved jobs will list here.

My Resume

You can generate your resume here.

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

Labour Employment Portal

Grievance Sarita नेपाली

Mrs. Sarita Singh

Update Information
Notifications
Applied Jobs
Relevant Jobs
Saved Jobs
My Resume

Profile [Print](#)

Sarita Singh

Personal info

Gender: Female
Date of Birth: -
Citizenship No: 1190
Citizenship provided District: Humla
Marital Status: Married
Disability: No
License Type:
Region/Province: Bagmati
District: Lalitpur

Vdc Municipality: mahalaxmi
Ward Number: 8
Street Name: gwarko
Current Region/Province: Bagmati
Current District: Lalitpur
Vdc Municipality: mahalaxmi
Current District: 8
Current street name: gwarko
Mobile Number:
Phone Number: 015528290

Educational Qualifications

Field of Study	Division	Passed Year	Institution's name and address
software engineering		2008	KEC
Administration		2012	Apex

Traning

Duration of traning	Title of Traning(month)	Year	Institution's name and address
6-12 months	programming	2009	aptech
6-12 months	designing	2010	Maya

Technical Skills

- Skills: Teaching,Information Technology,Computer,Cooking
- Described:
- Other Skills:

Employment

Occupational Title	Enterprise name and address	Date from - date to
Junior Programmer	Caption pvt.ltd	--

Interest Area
Quality Assurance

6. Grievance

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Ministry of Labour, Employment and Social Security
Foreign Employment Board

Labour Employment Portal

Grievance Post a Job Sign in Register नेपाली

*Name

*Address

*Email

*Phone

*Type

*Grievance title

*Grievance

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

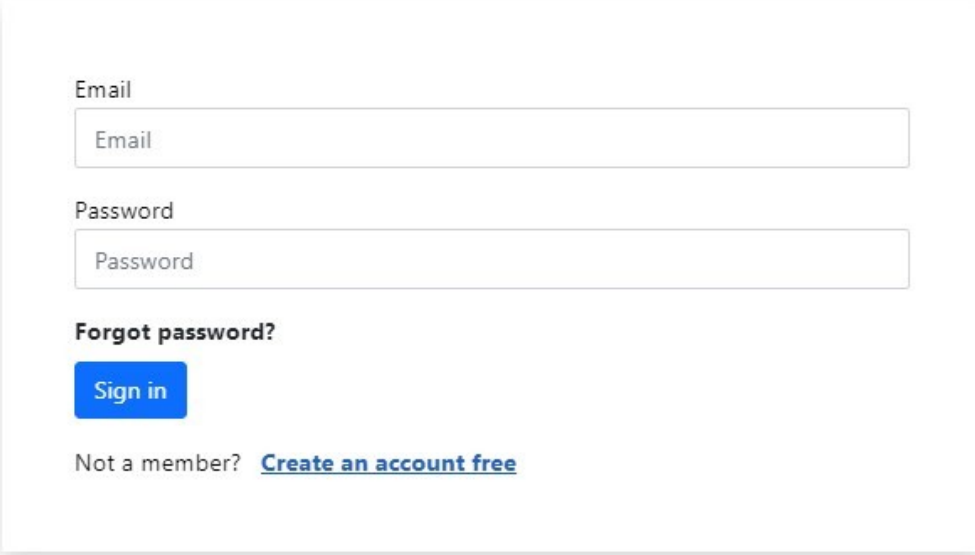
Admin will view your grievance and respond you asap.

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.

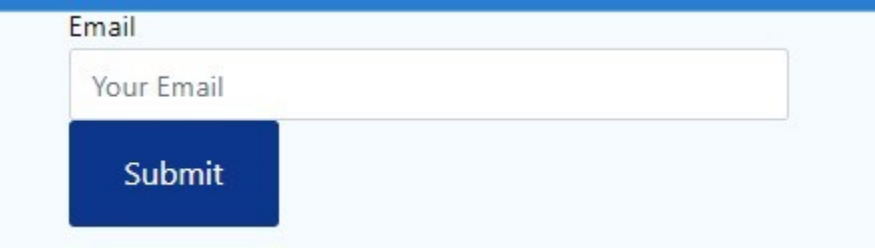


The image shows a sign-in form with two input fields: 'Email' and 'Password'. Below the 'Password' field is a link for 'Forgot password?'. At the bottom left is a blue 'Sign in' button, and at the bottom right is a link for 'Not a member? [Create an account free](#)'.

- 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