



Department of Information
Technology & Communication

USER MANUAL OF JOB PORTAL

For

RECRUITER

Ver 1.0

6/7/2018



Department of Information
Technology & Communication

Overview & Background:

IT/ITeS sector plays a very important role in our lives. IT has become a very effective tool to simplify and transform lives. IT/ITeS job sector in India looks for the best talent across the Country and also offers the best remuneration to the suitable candidates.

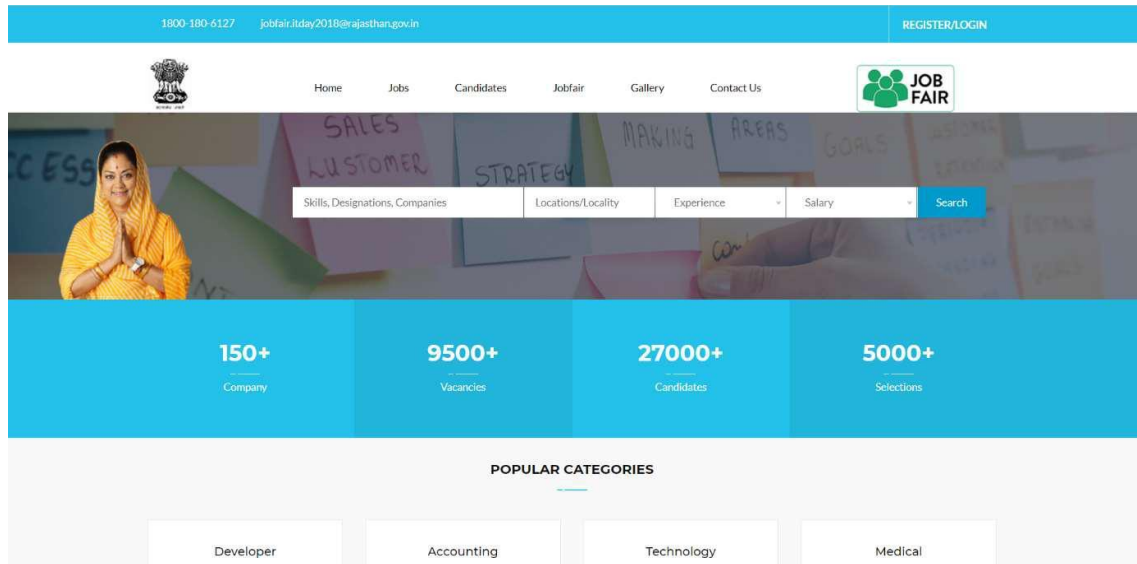
In order to fulfil the Digital India dream and empower the young graduates/post graduates of our State with the suitable IT/ITeS jobs, Government of Rajasthan through Department of Information Technology & Communication has established a comprehensive integrated recruitment framework to facilitate employment in IT/ITeS in the State of Rajasthan.

Department of Information Technology & Communication in association with RajCOMP Info Services Limited (RISL) has developed an e-Employment Portal which can be used by Recruiters, Training & Placement Officers of Colleges of Rajasthan & jobseekers to register on Portal, post & find jobs and other required functionalities.

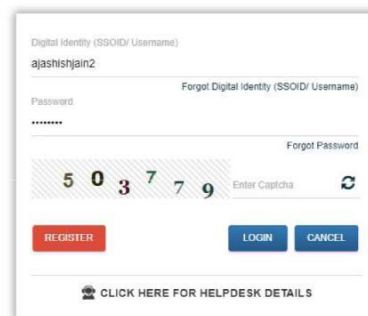
This document is the User Manual for recruiter and can be used for doing registration as a company and posting relevant vacancies in different areas.

REGISTRATION

1. Visit the site hteapp.hte.rajasthan.gov.in/jobfair and Click on **Register/Login**

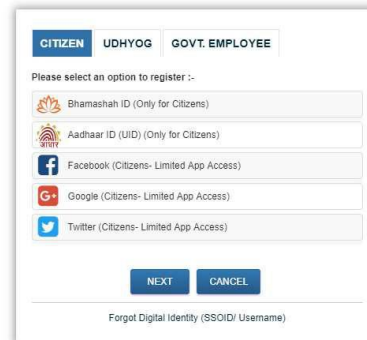


2. Now You will be redirected to sso.rajasthan.gov.in. If already registered, than enter your SSO Id and password on SSO page. If not click on Register.

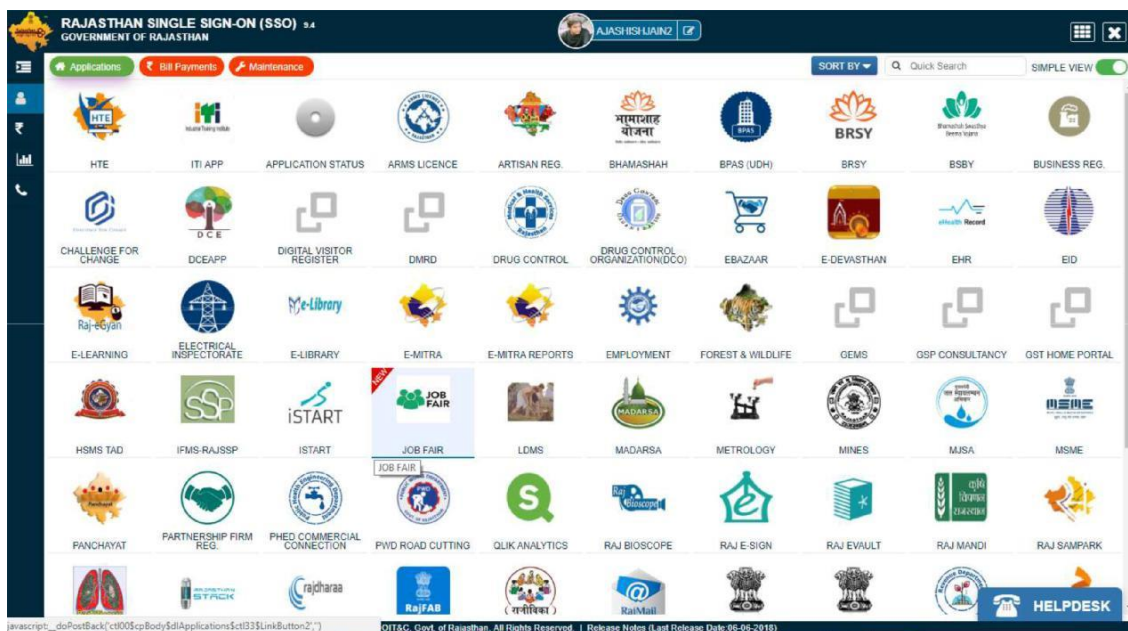


The screenshot shows the SSO registration and login form. It includes fields for Digital Identity (SSOID/ Username) with the value 'ajashishjain2', Password, and a Captcha field with the value '503779'. There are buttons for REGISTER, LOGIN, and CANCEL. A link for 'CLICK HERE FOR HELPDESK DETAILS' is also present.

- To register on SSO, you can use different options available for registration and follow the steps as shown on screen.

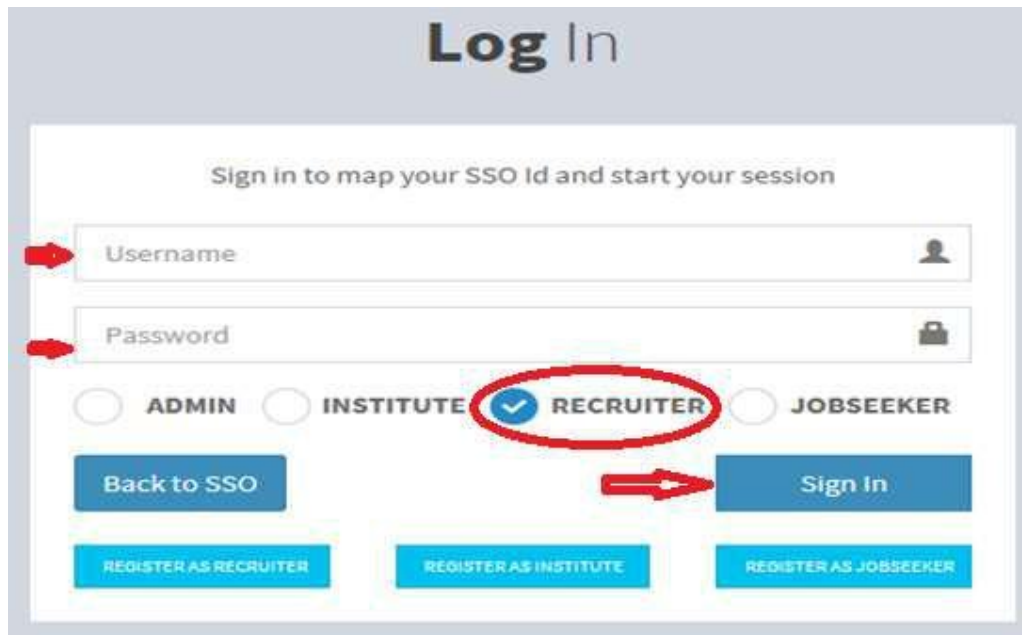


- Click on Jobfair application under applications section.



5. If registered, choose option (a), If not registered, choose option

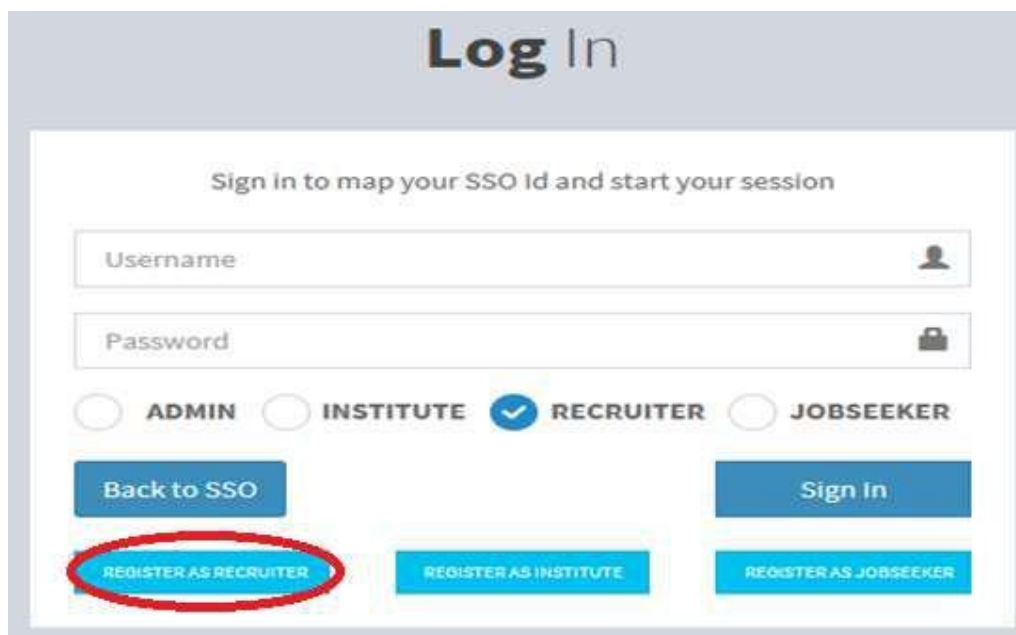
(b), Option (a): Enter your user name and password and click on Sign In.



The screenshot shows the 'Log In' page with the following elements:

- Header: **Log In**
- Sub-header: Sign in to map your SSO Id and start your session
- Form fields: Username (with a person icon) and Password (with a lock icon). Red arrows point to both fields.
- Role selection: Radio buttons for ADMIN, INSTITUTE, **RECRUITER** (circled in red with a checkmark), and JOBSEEKER. A red arrow points to the RECRUITER button.
- Buttons: Back to SSO, Sign In (with a red arrow pointing to it), REGISTER AS RECRUITER, REGISTER AS INSTITUTE, and REGISTER AS JOBSEEKER.

Option (b): Select REGISTER AS RECRUITER option.



The screenshot shows the 'Log In' page with the following elements:

- Header: **Log In**
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- Role selection: Radio buttons for ADMIN, INSTITUTE, **RECRUITER** (with a checkmark), and JOBSEEKER.
- Buttons: Back to SSO, Sign In, **REGISTER AS RECRUITER** (circled in red), REGISTER AS INSTITUTE, and REGISTER AS JOBSEEKER.

6. Now, you will be redirected to your registration page. In case you are registered, your details will be auto-filled and if the company is not registered, you can enter details.

Company Registration form Dashboard > Company Info > Add Company

Recruiter : Register form

Company Name: * Enter Company Name	Sector: * Select Option	State: * Select Option
Office Address: * Enter Office Address	Company size: * Enter Company size	GST No: * Enter GST No
Year Founded: * Select Year	Website: Enter Website	

Please Upload Copy of employer/organization registration OR request for employer/organisation registration on letter Head (Only pdf file.)(Min.Size 10kb) (Max.Size 500kb):

Choose File No file chosen

Authorized/Contact Person

Name: * Enter Name	Designation: * Enter Designation
Email: * Enter Email	Mobile: * Enter Mobile

7. Now, please click on add vacancies option and fill up the vacancies as per your requirements and to remove vacancy, click on remove vacancy option and submit the data.

Vacancies- Functions

Function #1

Area: * Select Area	Role: * Select Role	Skill: * Select Option
Experience (In Years): Fresher	Min Qualifications: * Select Min Qualifications	No. of Posts: * Enter No. of Posts
State: * Select Option	District: * Select Option	
Gender: All		

+ Add Another Vacancy
Remove Vacancy

Thank You