

USER MANUAL FOR Employer Registration



Document Control

Document Name	User Manual For Employer Registration
User Role	Employer
Version	0.1

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- 1. Website Language Selection
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1. Website Language Selection

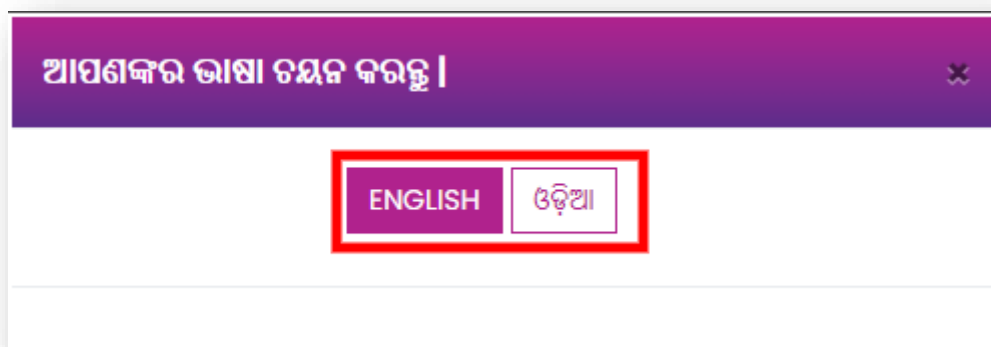


Figure 1: (Way 1): Language selection Pop-up



Figure 2: (Way 2): Home Page selection option

Reference to figure1	
Step1	Enter following URL into the browser https://jobs.skillodisha.gov.in/ - A Pop-up will be displayed
Way 1	In the Pop-Up window, you can select language either English or Odia
Reference to figure2	
Way 2	You can select language either English or Odia
Result	The page will open in the selected language

2. Sign up Process – Employer



Figure 3: Employer Registration

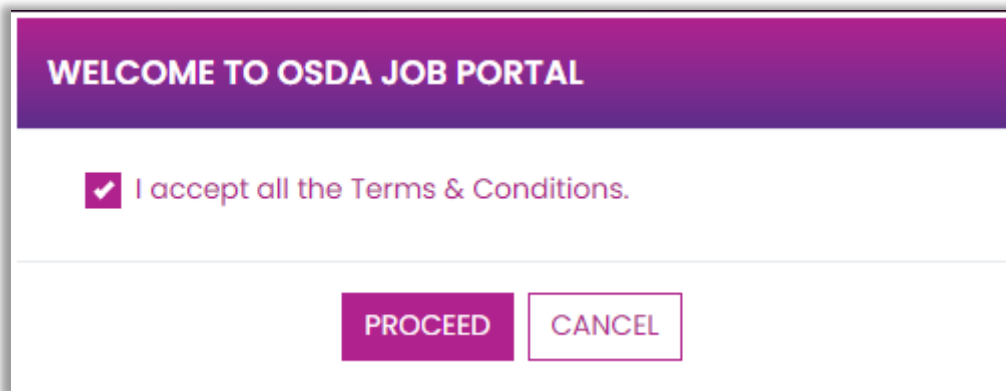


Figure 4: Employer Registration: Terms & Conditions

The screenshot shows the 'EMPLOYER REGISTRATION FORM' with a progress bar at the top containing three steps: 'Enter Mobile No' (highlighted in purple), 'Enter OTP', and 'Tell Us About Yourself'. The main form area contains a 'Country Code*' dropdown menu with 'IN 91' selected, and an 'Enter Mobile No*' text input field. Below these fields is the text 'We Will Send You OTP On This Number'. At the bottom right, there are two buttons: 'NEXT' (purple) and 'CANCEL' (white with purple border).

Figure 5: Employer Registration Step Wizard form – Mobile No.

The screenshot shows the 'EMPLOYER REGISTRATION FORM' with a progress bar at the top containing three steps: 'Enter Mobile No', 'Enter OTP' (highlighted in purple), and 'Tell Us About Yourself'. The main form area contains an 'Enter OTP*' text input field. Below the input field, it says 'OTP is valid for 5 minutes' and 'Did not received OTP? [Click here to Resend](#)'. At the bottom right, there are three buttons: 'PREVIOUS' (white with purple border), 'NEXT' (purple), and 'CANCEL' (white with purple border).

Figure 6: Employer Registration Step Wizard form – OTP Verification

EMPLOYER REGISTRATION FORM

Enter Mobile No Enter OTP **Tell Us About Yourself**

Country

India International

Company Name * Alternate Mobile No.

HR Head Name * HR Head's Email *

Company Pan No. GST No.

Company Registration No. * Company Core Business Area

SPOC Name

Name Email Mobile No

Company Address * Company URL



State * District*

Select State Select District

Gram Panchayat ULB

Block* Gram Panchayat* Village*

Select Block Select Gram Panchayat Select Village

 Enter Captcha* 

SUBMIT **CANCEL**

Figure 7: Employer Registration Step Wizard form

Reference to figure 3, 4, 5, 6, 7	
Step1	Click on “I want to Hire”
Step2	Read & accept the Terms & conditions to proceed
Step3	You will come on Step wizard form, here first enter the Mobile no (can also select various country)
Step 4	You will receive an OTP, enter the same in next step. Once OTP verification is completed successfully, user will come on third & last step
Step 5	Enter all the required details here, enter captcha and submit
Note	Employer registration completed successfully, you will receive welcome email, credentials and welcome SMS

3. Login Functionality



Figure 8: Login Process

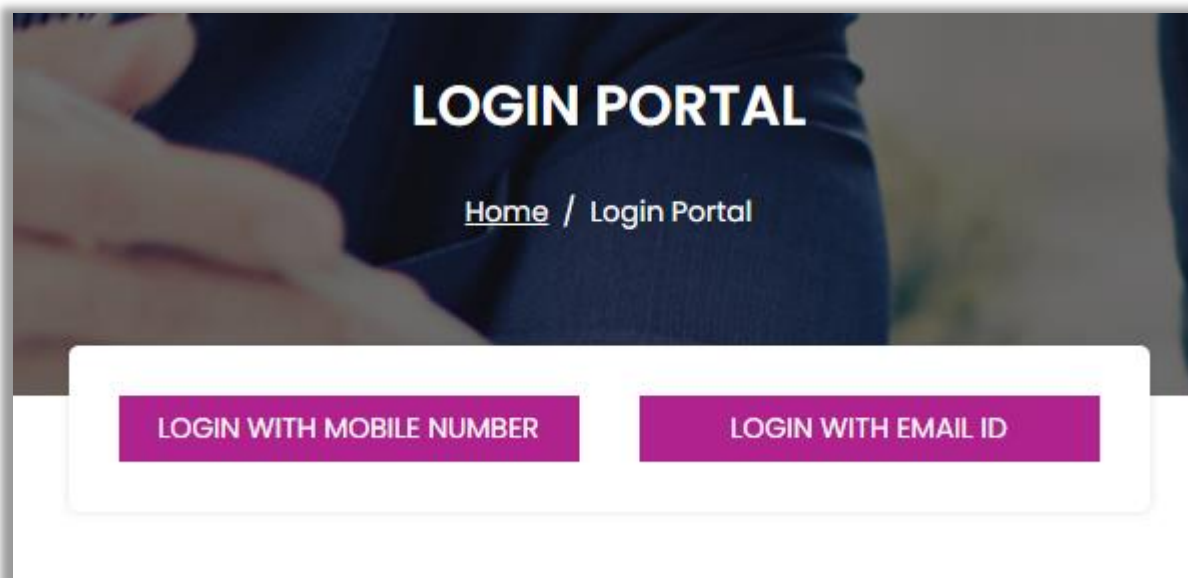
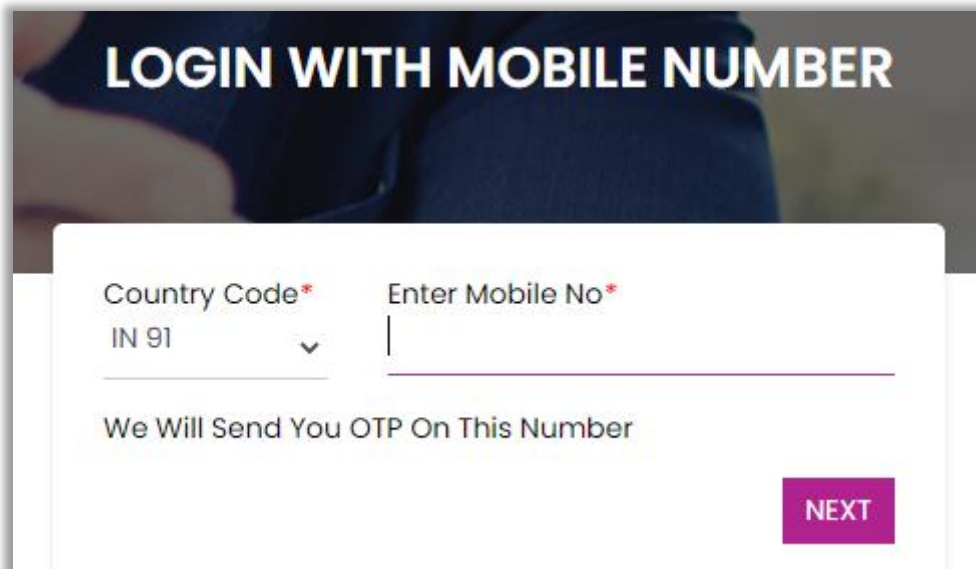


Figure 9: Ways to Login

a) Login Functionality – Way 1 (Mobile Number)



LOGIN WITH MOBILE NUMBER

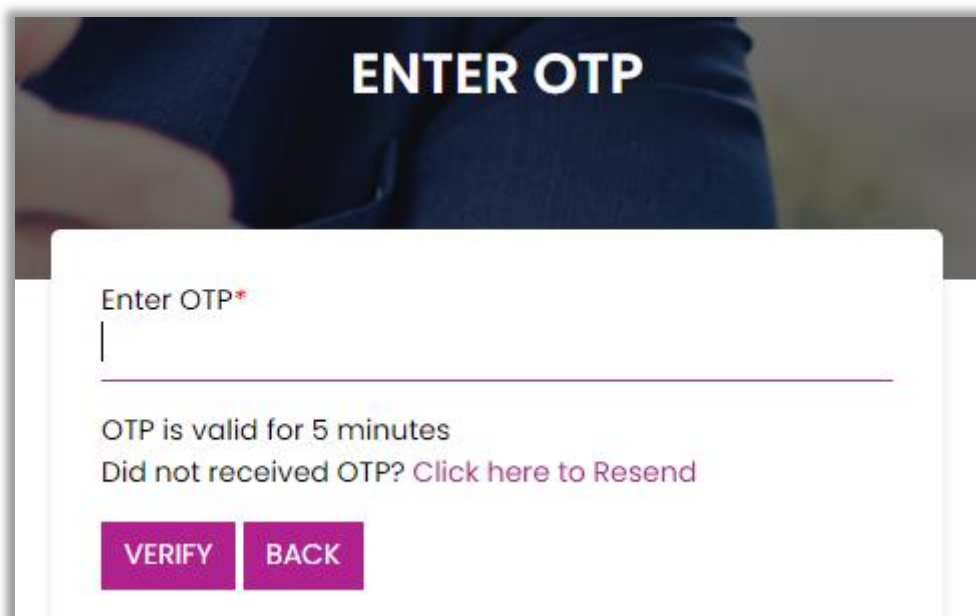
Country Code*
IN 91

Enter Mobile No*

We Will Send You OTP On This Number

NEXT

Figure 10: Login using Mobile No. step 1



ENTER OTP

Enter OTP*

OTP is valid for 5 minutes
Did not received OTP? [Click here to Resend](#)

VERIFY **BACK**

Figure 11: Login using Mobile No. step 2

b) Login Functionality – Way 2 (Email ID)

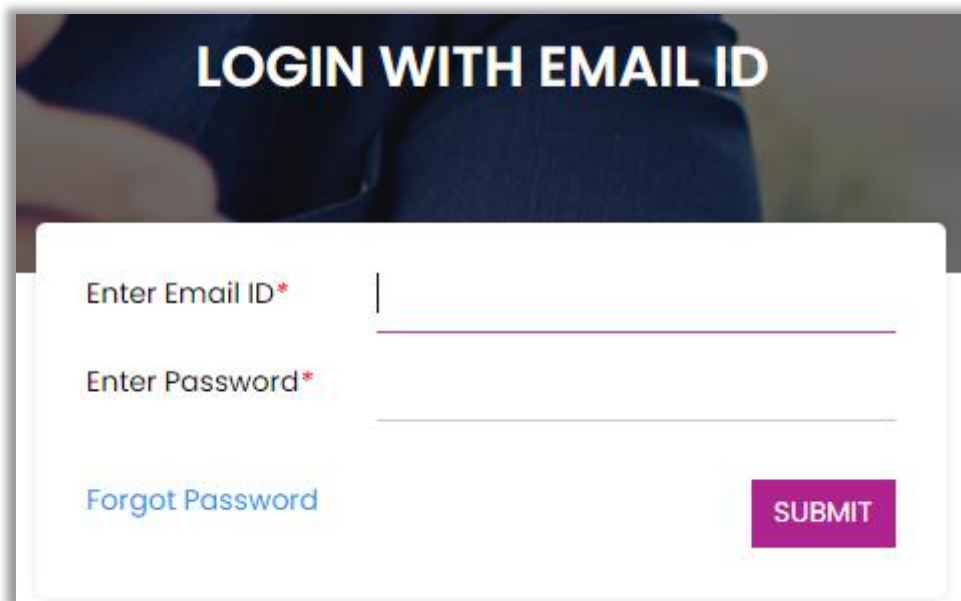


Figure 12: Login using Email ID

Reference to figure 8, 9, 10, 11, 12	
Step1	Click on “Login”
Step2	Will get two options to Login i.e. Email Based or Mobile OTP based
Step3	If user selects Mobile Based login, Enter Mobile No with which you had registered before and enter the OTP received
Step 4	If user selects Email ID based login, enter the email ID, password which was received to you while signup process.
Note	Employer will be logged in to the portal