

INSTRUCTIONS FOR EMPLOYERS

A. EMPLOYERS REGISTRATION

1. Open the online link of Delhi Job Fair Portal (www.jobfair.delhi.gov.in) or open the website of Directorate of Employment, Delhi (www.employment.delhigovt.nic.in) and click on Job Fair Portal link.
2. Read the instructions given below carefully before submitting the request.
3. Please click the Employer Registration form.
4. Enter the basic information regarding organization and contact information.
5. Please upload the copy of company registration, if any or submit request for registration on company letter head in PDF.
6. Click on “Submit” button for finally registering on Job Fair Portal page. Please note the Registration ID for future references. Login User ID and password will be sent on mobile and email of employers after acceptance of the same from the department.

B. POSTING OF VACANCIES

1. After obtaining the User ID and password, departments are able to post vacancies on Job Fair Portal.
2. Open the online link of Delhi Job Fair Portal (www.jobfair.delhi.gov.in) or open the website of Directorate of Employment, Delhi (www.employment.delhigovt.nic.in) and click on Job Fair Portal link.
3. Then Click on Employer’s Login and enter User ID and Password.
4. Click on Add vacancy and enter all essential details as required for vacant post and click submit button.
5. The data of jobseekers who will apply against vacant posts will be provided to employers through email.
6. The field marked as * are mandatory.
7. Please check all the details and spelling before submitting the page. The department will not be responsible for the errors at users end.
8. The verification of details provided by the User is not the responsibility of the department.
9. In case of any problem in submitting the details, kindly mail to datahub.emp09@gmail.com, santosh.kumar76@gov.in.