

INSTRUCTIONS FOR JOBSEEKERS

A. JOBSEEKERS 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 Jobseekers Registration form.
4. Enter the basic information, contact details, qualification details, experience details, skill details, languages known etc.
5. Click on “Submit” button for finally registering on Job Fair Portal. Please note down the Registration ID for applying against the vacant posts. Registration ID will also be sent on mobile and email of jobseekers.
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 query in submitting the details kindly mail at datahub.emp09@gmail.com, santosh.kumar76@gov.in.

B. APPLY AGAINST THE PRIVATE SECTOR VACANCIES

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. Click on vacancies options to view the list of available vacancies for Job Fair.
3. If Jobseekers wish to apply against the vacancy, click on “Click Here” option in the vacancy link.
4. Before apply against the vacancy, applicants must ensure that he/she is eligible for the vacant post as per the essential minimum requirements of employers.
5. If Jobseekers is already registered, then fill the 10 digit registration number in text box. A OTP will be sent on Jobseeker’s mobile which may be filled in the box given. After entering the OTP click on submit button.
6. After clicking the submit button, the data of jobseekers will be sent to the employers request ID.
7. The screening will be done as per the employer’s convenience during job fair and intimation about the time, date and venue will be sent by SMS.
8. The employers have full rights to shortlist any jobseekers as per their requirement.