

Delhi Rojgar Bazaar

Directorate of Employment
Govt. of NCT of Delhi

About

- **Delhi Rojgar Bazaar** is an endeavor of the Department of Employment, Govt. of NCT of Delhi to serve the Jobseekers and Employers esp. during this tough time of COVID-19 pandemic. We have many people in Delhi NCR region, where some are seeking the Jobs while some are wanting to provide Jobs. Through the Delhi Rojgar Bazaar Portal we are trying to provide a suitable platform for both of them.

Procedure- For Employers

- If you have the vacancies in your Organization/Office/Factory etc. and you are looking for suitable Professionals/ workers/ labors etc. you may publish your vacancies on the Delhi Rojgar Bazaar Portal (www.jobfair.delhi.gov.in) of Directorate of Employment enabling jobseekers to apply against such vacancy(ies).
- Besides you may online search the desired candidates from the of registered jobseekers data. Follow the next slides for knowing the procedure: -

Step I:- Registration

- Employers need to register themselves afresh and for the once at www.jobfair.delhi.gov.in
- Click on 'Employer' menu and then click 'Employer Registration' submenu
- Fill the Registration Form appropriately.
- Upload document of the registration of your organization/company/factory etc.
- Click Submit
- Your application will be reviewed by us. Once approved your login credentials will be sent through email at your registered email ID using which you may access the portal and publish the vacancy on the portal.

Step II- Publishing Vacancy

- All registered Employers can publish their vacancies as follows: -
- Go to Delhi Rojgar Bazaar portal (www.jobfair.delhi.gov.in)
- Click 'Employer Login' menu
- Login using login credentials sent to you by us on your registered email id
- Fill 'Vacancy Notification Form' appropriately
- **Note:** -1. Proposed End date is the date till which your vacancy details will be displayed on the Delhi Rojgar Bazaar Portal and which can not be greater than 30 days from the proposed start date of publishing of vacancy.
- 2. You need to fill and submit separate 'Vacancy Notification Form' for each type of vacancy you wish to publish.
- Click Submit
- Your vacancy notification will be reviewed by us. Once approved, your vacancy will appear on Delhi Rojgar Bazaar portal enabling jobseekers to apply online against such vacancy.

Step III- View the details of candidates

- After login to portal at (www.jobfair.delhi.gov.in) click “Applied Candidates’ and then click ‘List of Applied Candidates’
- Here on the vacancy information page, look for the vacancy for which you want to check the list of the candidates. Click on ‘Click Here’ button under ‘View Applied Candidate’ column. You will be able to view the list of the candidates, those have applied against your vacancy.
- You may also download the CVs of the jobseekers, those have applied against your vacancies.

Search Jobseekers facility

- You may search the suitable candidate amongst the Jobseekers registered on the portal by using the 'Search Jobseeker' facility.
- Select the required qualification/skill/Gender/Address PIN Code and click on Search to get the list of Jobseekers with their contact details.



THANK
YOU!