## **User Manual Employer Registration**

- 1. Open URL https://rojgar.mahaswayam.in/
- 2. Go to Employer tab

## **For New Employer**

- 3. Click on Register button
- 4. Open Employer registration form

Employer / Register

| Organization Details      |                  |   |
|---------------------------|------------------|---|
| Organization Name*        |                  |   |
| Organization Sector*      | Nothing selected | • |
| Sector*                   | Nothing selected |   |
| NIC                       | Nothing selected |   |
| Total Male                |                  |   |
| Total Female              |                  |   |
| Nature Of Work/ Activity* |                  |   |

- a. Organization details
- b. Registered Office details
- c. Contact details
- 6. Click on create account after filling all mandatory fields
- 7. Employer will get Sucessfull registration message in SMS/Email

## **For Old Employer**

- 1. Open URL https://rojgar.mahaswayam.in
- 2. Go to Employer tab
- 3. Employer have to set new password through forget password functionality

| Forgot Password       | × |
|-----------------------|---|
| Email/Registration No | > |

- 4. Click on forget password, Enter Email id or Registration id New password message will be sent on registered mobile number and Email-ID.
- 5. If your contact details are not updated in your profile then contact District office for reset password.