



**GOVERNMENT OF MAHARASHTRA**

**SKILL DEVELOPMENT AND ENTREPRENEURSHIP DEPARTMENT**



**कौशल्यम् बलम्**

**A STEP BY STEP GUIDE**

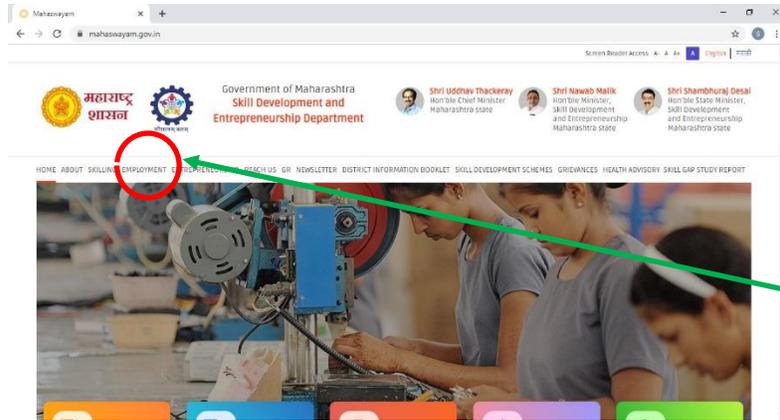
**FOR EMPLOYERS**

**TO NOTIFY VACANCIES ON**

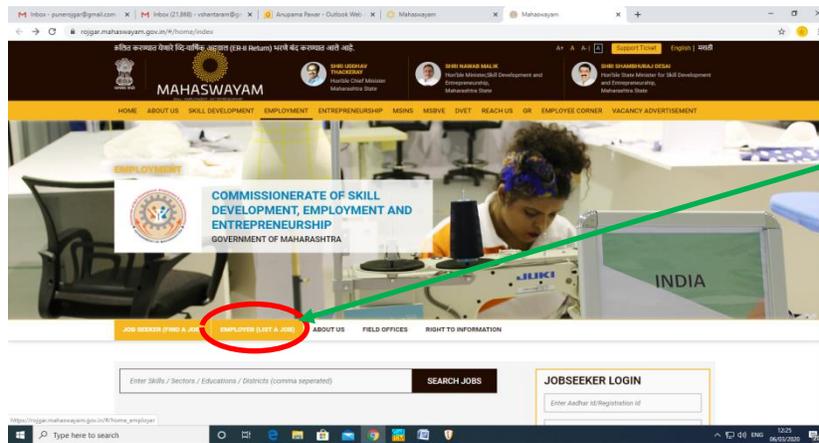
**<https://rojgar.mahaswayam.gov.in>**

**WEB PORTAL**

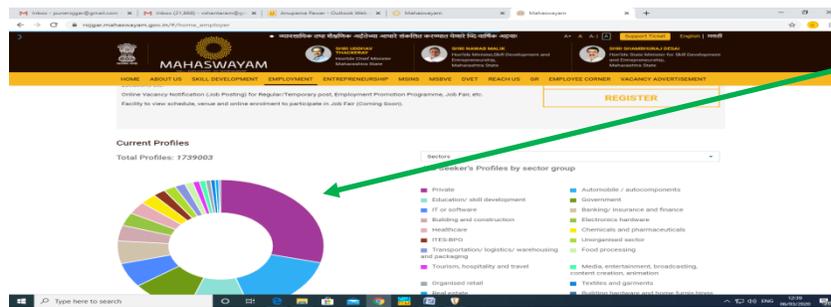
OPEN <https://www.mahaswayam.gov.in> ON YOUR BROWSER



Click on **EMPLOYMENT** Tab



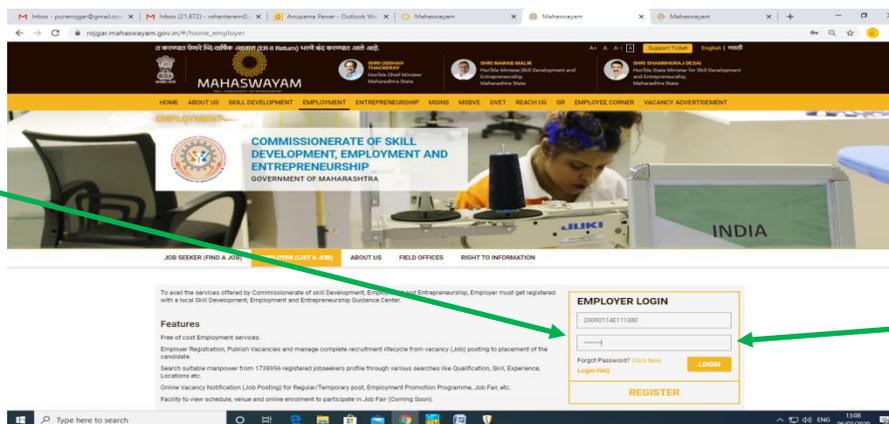
Click on **EMPLOYER (LIST A JOB)** Tab



Current Profiles & Job Seeker's Profiles by Sector group displayed.

Scroll above to see **Employer Login**.

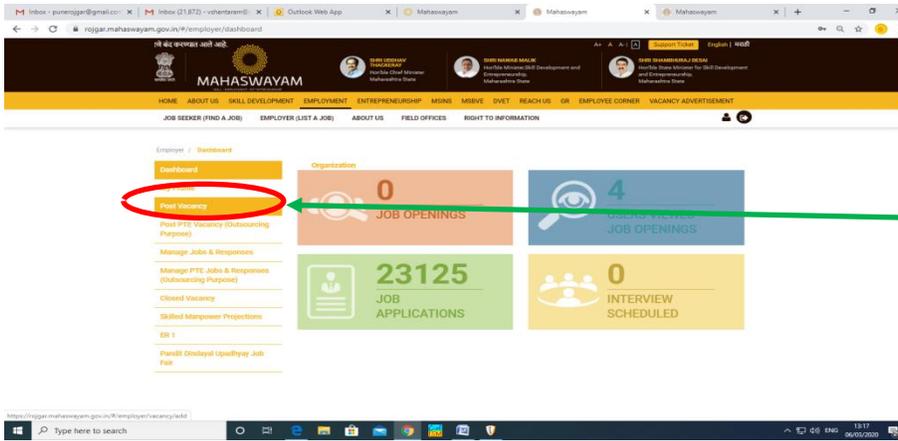
**Please Note:** Password is case sensitive.



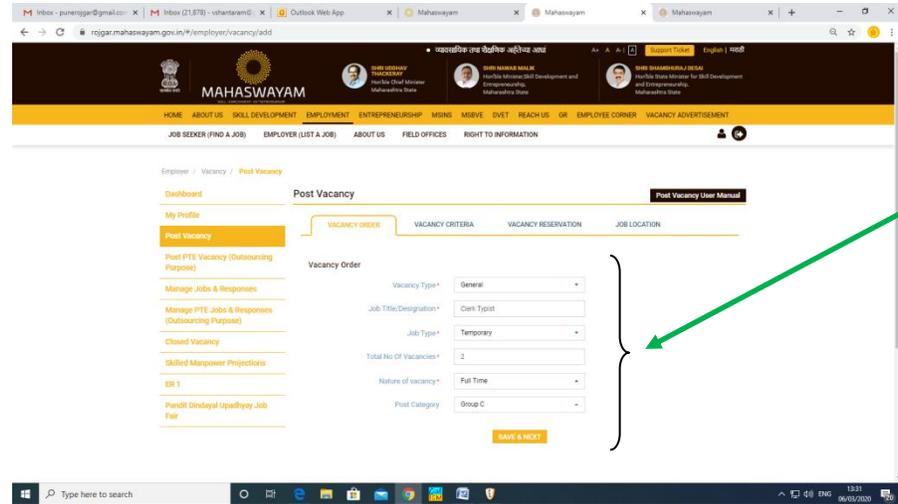
Enter **Employer Registration Number & Password** and Click on **LOGIN** button.



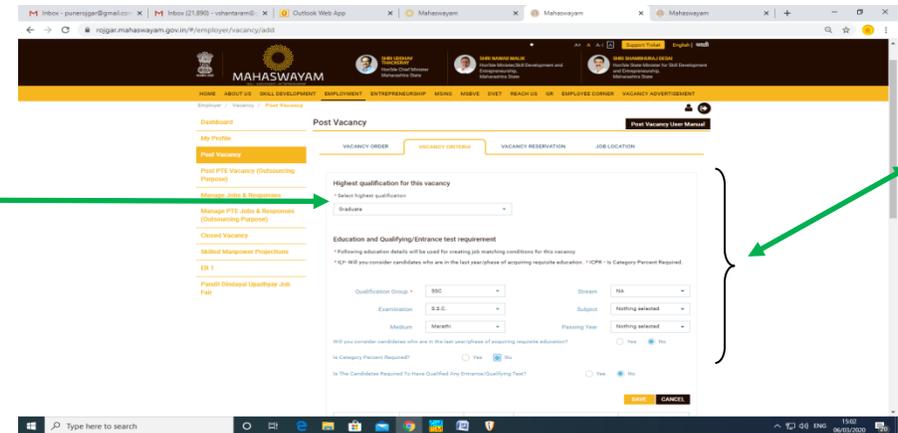
After Login screen will look like this.



To notify new vacancies, Click on **Post Vacancy** button.

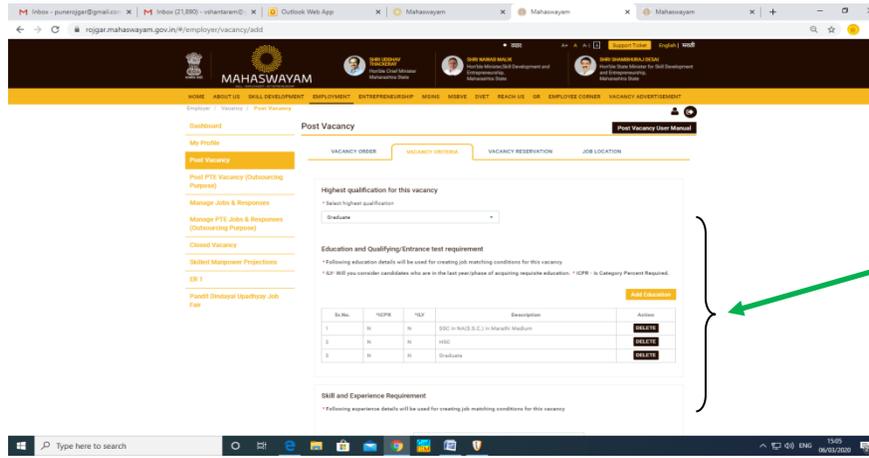


Enter Vacancy Order details and Click on **SAVE & NEXT** button.

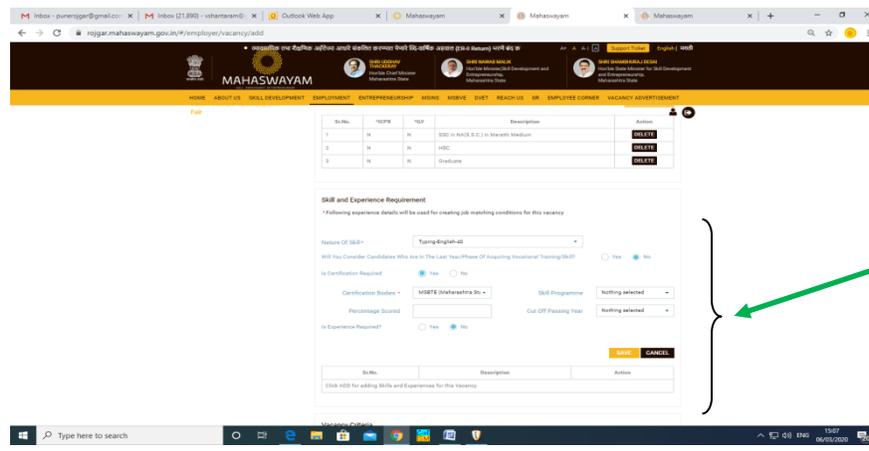


Select Highest Qualification for the vacancy

Enter Vacancy Criteria details and Click on **SAVE** button.

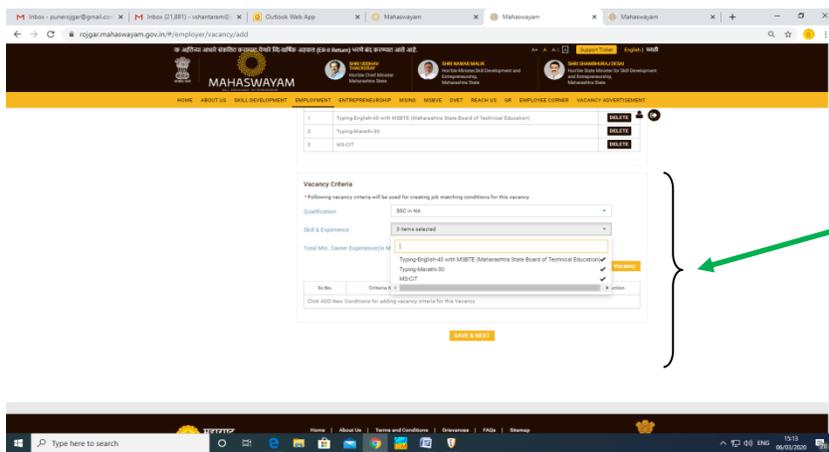


User can enter more than one criteria for vacancy.

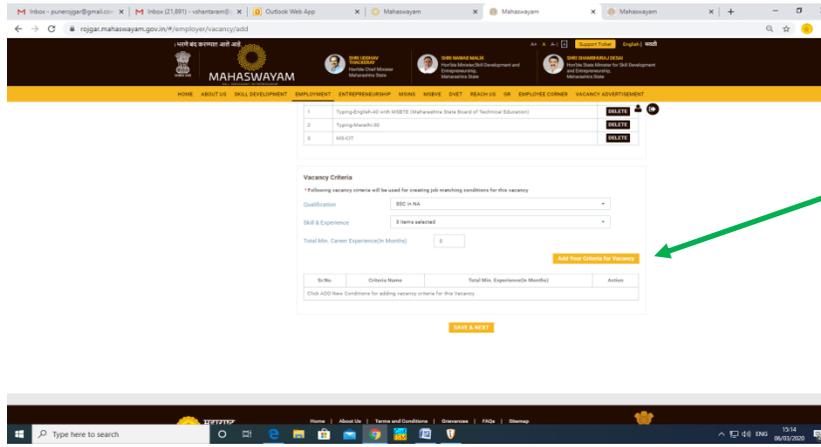


Enter Skill and Experience requirement details and Click on **SAVE** button.

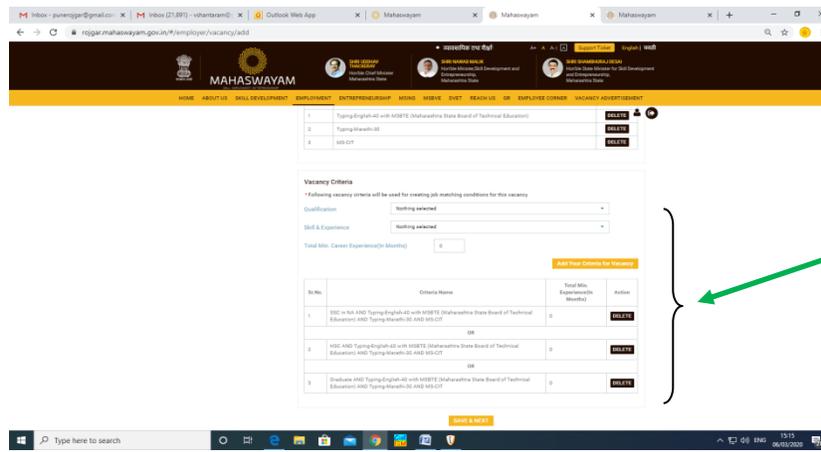
Please enter correct vacancy criteria to get the desired candidates list.



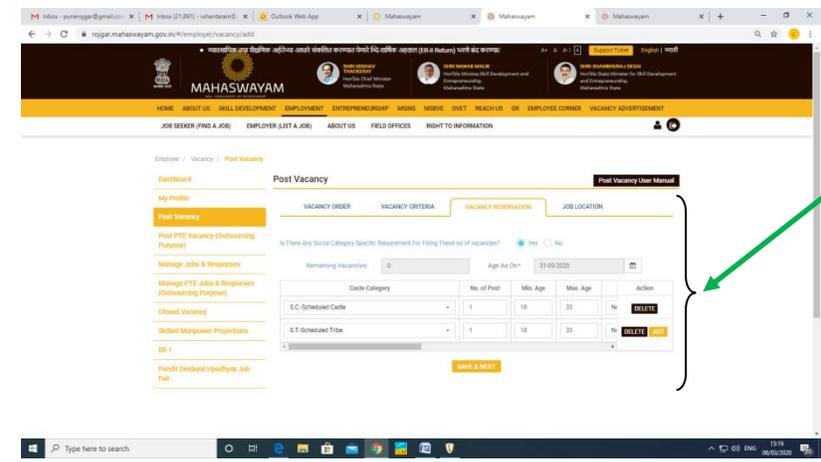
Please note the importance of **AND / OR** criteria.  
**AND Condition:** Add **Qualification AND Skill & Experience** for the same criteria.  
**OR Condition:** Add **Qualification OR Skill & Experience** for the vacancy criteria.



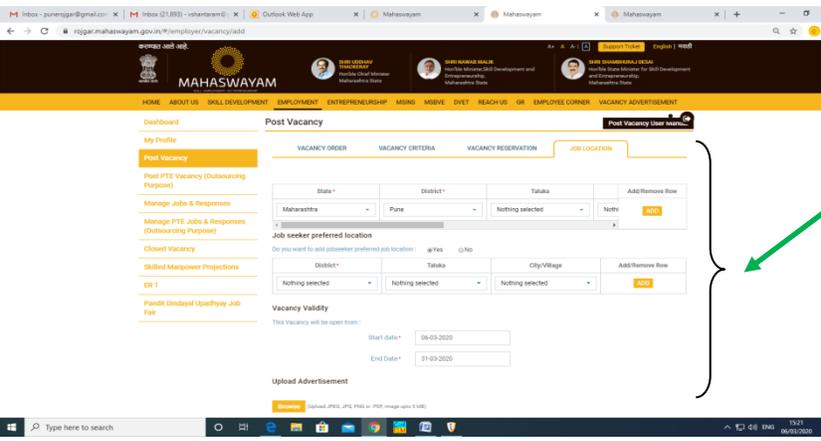
Click on **Add Your Criteria for Vacancy** button to add the details.



Added criteria details will look like this. Click on **SAVE & NEXT** button to move next tab.

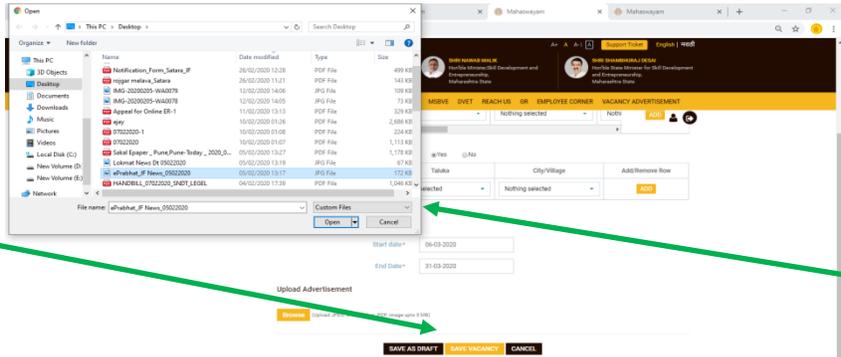


Add Vacancy Reservation details, if any. Click on **SAVE & NEXT** button.

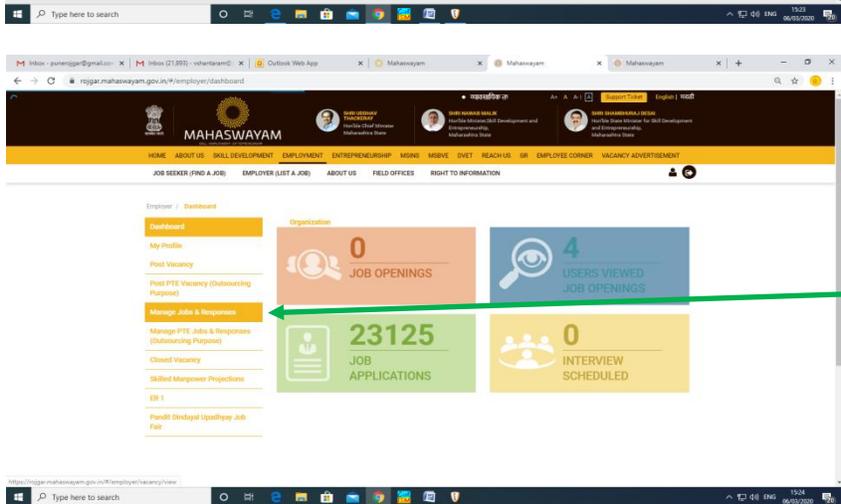


Enter **Job Location, Job Seeker preferred location(s) and Vacancy Validity (Start & End date)**

If Vacancy is confirmed, then Click on **SAVE VACANCY** else Click on **SAVE AS DRAFT**

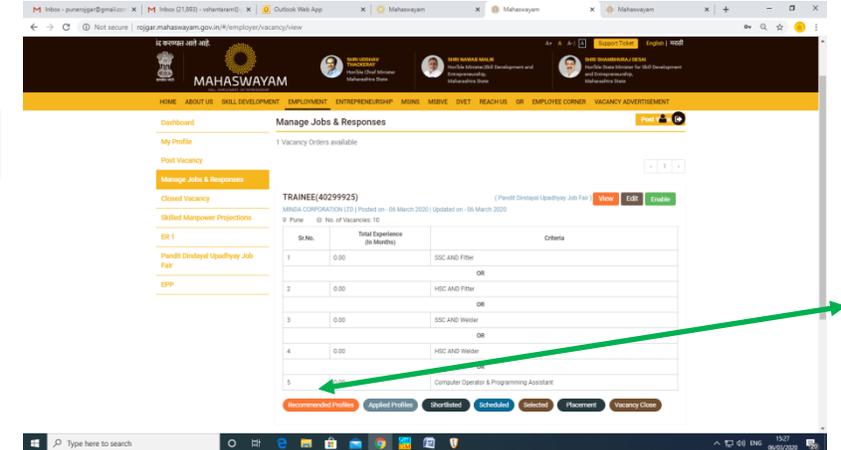


User can **upload News Paper Advertisement** of vacancy, if available.

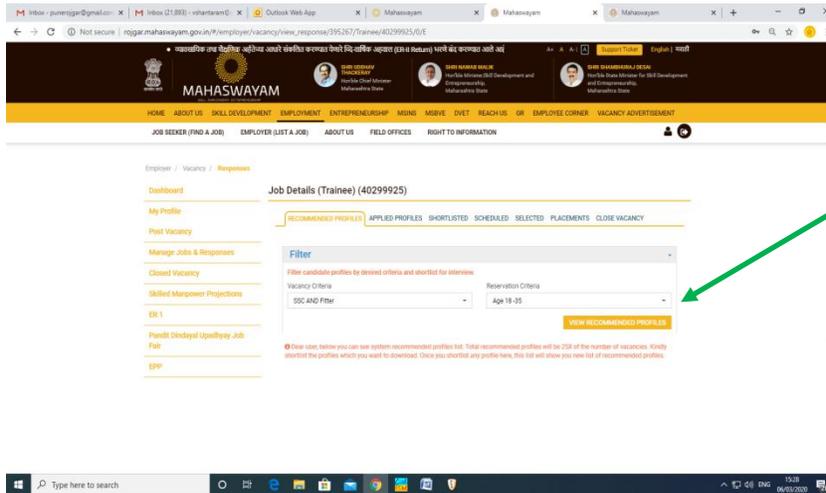


To get the list of matching candidates **Manage Jobs & Responses** या बटनावर **CLICK** करा.

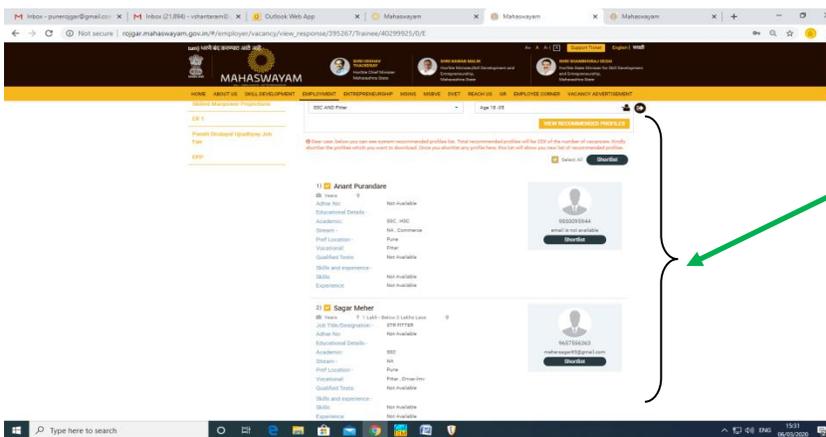
**Manage Jobs & Responses** Screen



Click on **Recommended Profiles** button to see matching profiles.

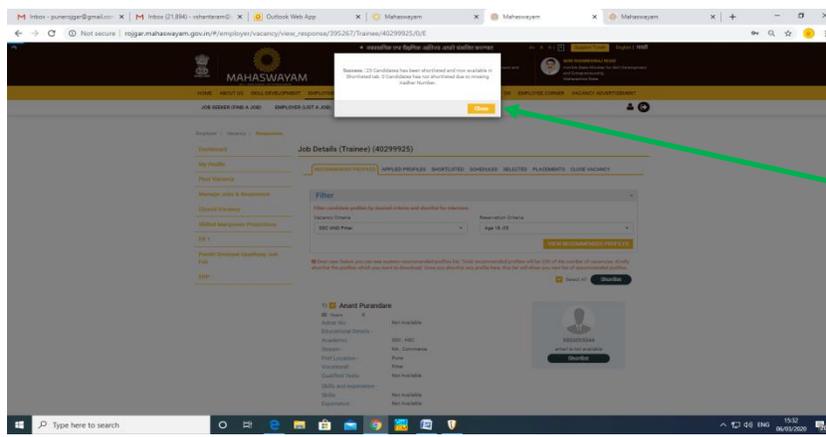


Select **Vacancy Criteria & Reservation Criteria** and Click on **VIEW RECOMMENDED PROFILES** button.

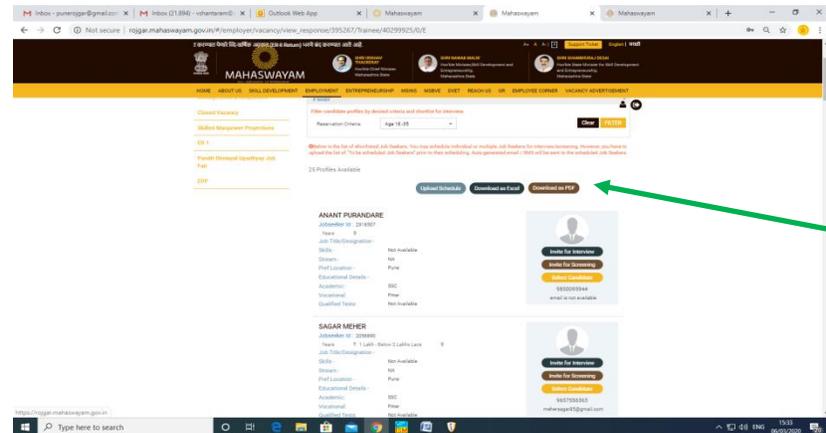


User can shortlist candidates by **Select All** or **Select particular candidate's profile**

System will display 25 candidates profile at a time on the screen. To see further list, Click on **View More** button.

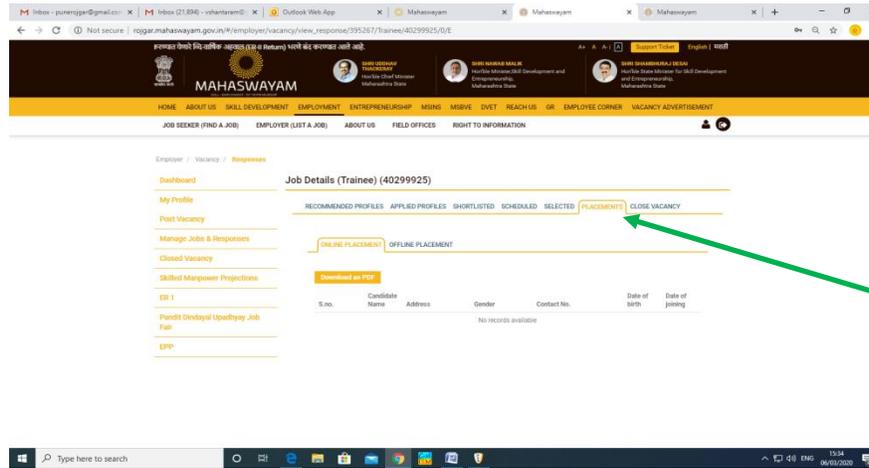


System will display message about shortlisted candidates.

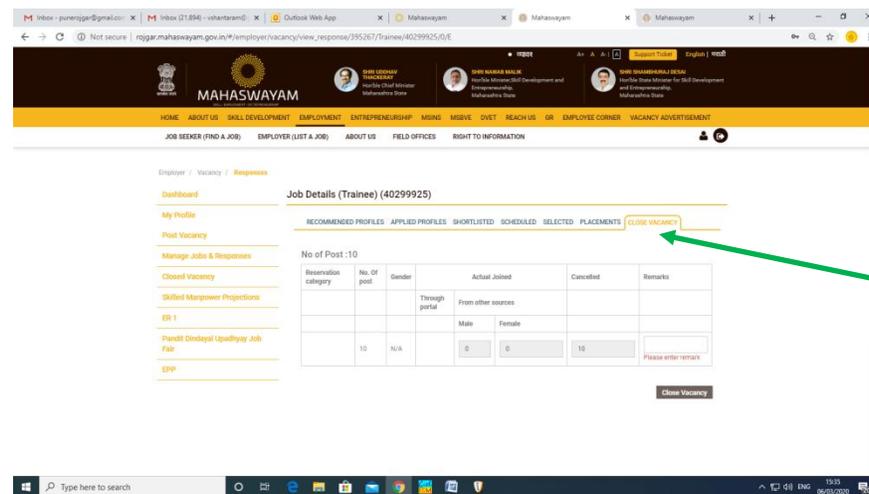


Through **Shortlisted** Tab user can **Upload Schedule** of candidate interview and can send **Place** details, **Date**, **Time** of interview through **SMS**.

User can download list of candidates in **Excel / PDF** file though **Download** in **Excel** or **Download in PDF** button.



**Placement Tab** provides facility to add **Online or Offline Placement** details.



After completion of candidates selection process, please close the vacancy through **Close Vacancy** tab.

Please contact our Field Offices in case of any Support or Guidance:  
[https://rojgar.mahaswayam.gov.in/#/regional\\_officers](https://rojgar.mahaswayam.gov.in/#/regional_officers)

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