



GOVERNMENT OF MAHARASHTRA

SKILL DEVELOPMENT AND ENTREPRENEURSHIP DEPARTMENT

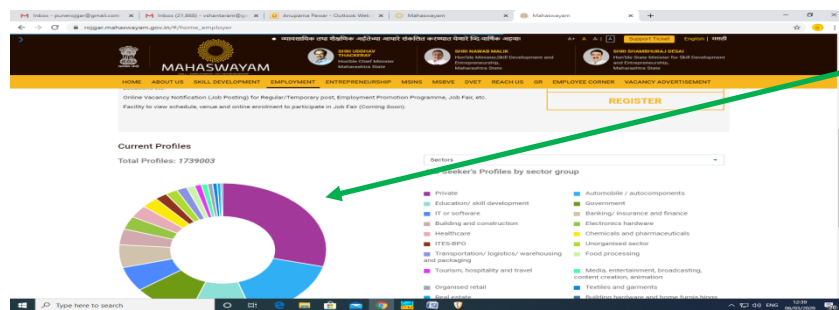
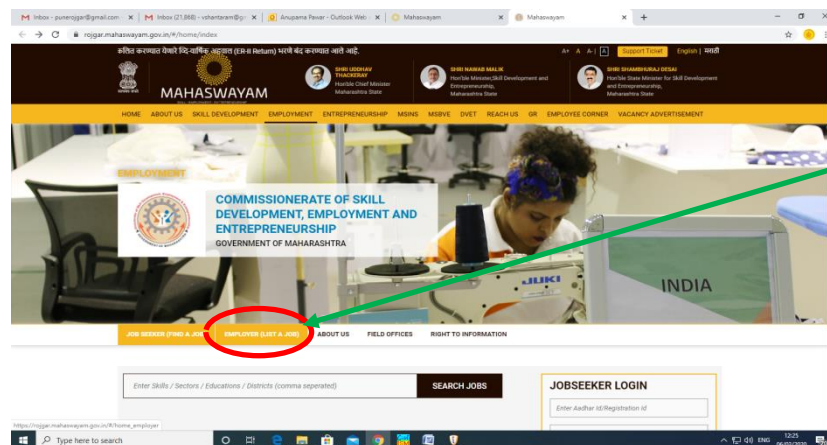
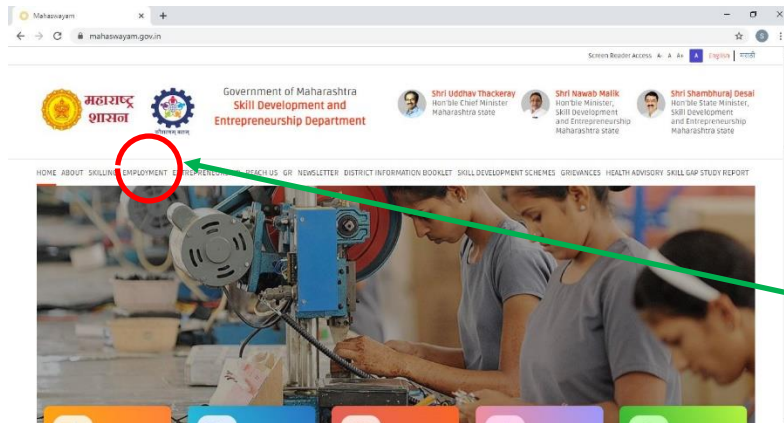


कौशल्यम् बलम्

**A STEP BY STEP GUIDE
FOR EMPLOYERS**

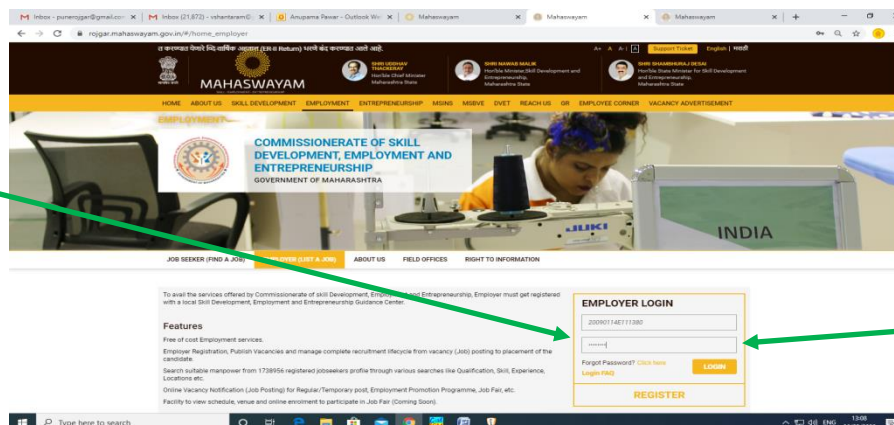
**TO NOTIFY VACANCIES ON
<https://rojgar.mahaswayam.gov.in>
WEB PORTAL**

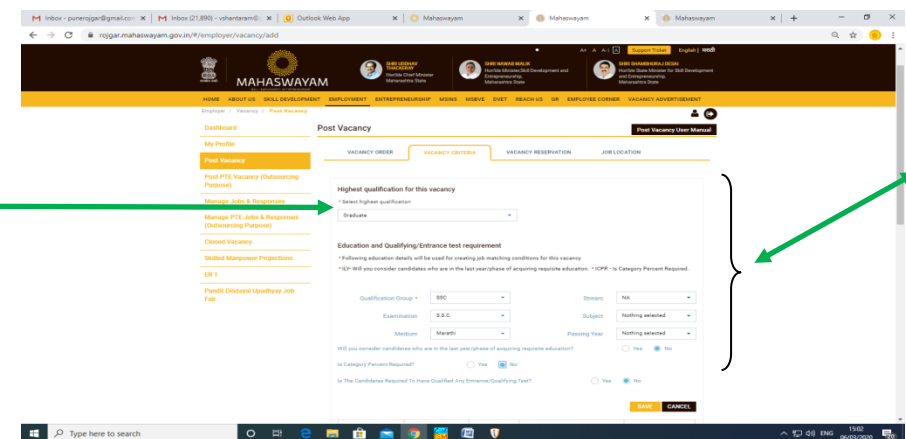
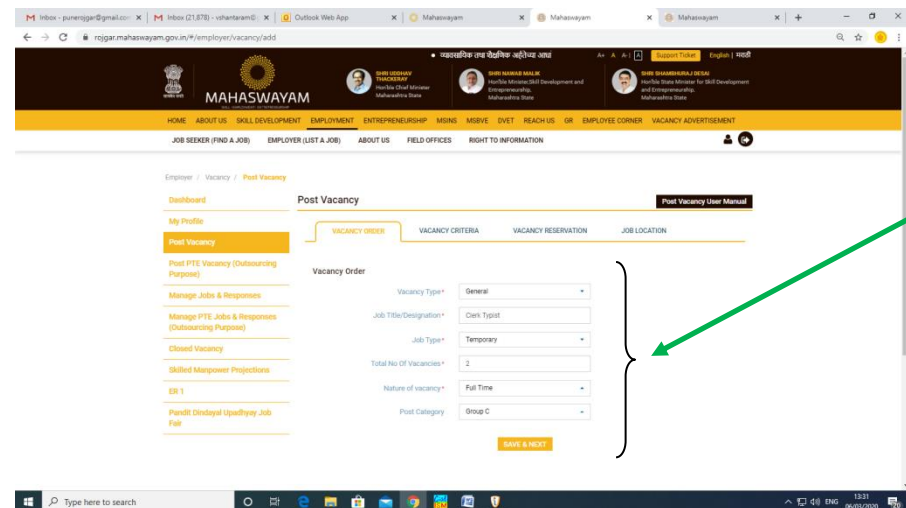
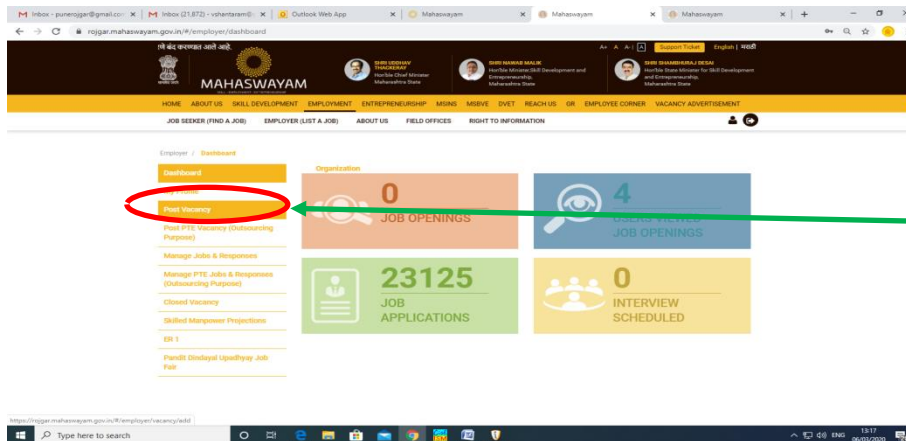
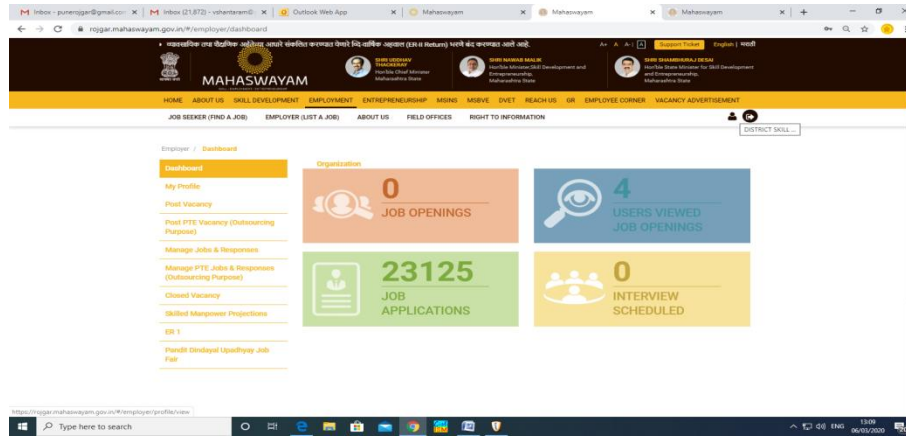
OPEN <https://www.mahaswayam.gov.in> ON YOUR BROWSER



Scroll above to see Employer Login.

Please Note:
Password is case sensitive.





Select Highest Qualification for the vacancy

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.

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

Post Vacancy

VACANCY ORDER **VACANCY CRITERIA** **VACANCY RESERVATION** **JOB LOCATION**

Highest qualification for this vacancy
 * Select Highest qualification
 Graduate

Education and Qualifying/Entrance test requirement
 * Following education details will be used for creating job matching conditions for this vacancy
 * Add: Will you consider candidates who are in the last year/phase of acquiring requisite education? * GPF: Is Category Percent Required?

Sr.No.	IQPB	TEU	Description	Action
1	N	N	BSC in Maths (S.C.) in Mahatma Stadium	DELETE
2	N	N	MSC	DELETE
3	N	N	Graduate	DELETE

Skill and Experience Requirement
 * Following experience details will be used for creating job matching conditions for this vacancy

User can enter more than one criteria for vacancy.

Skill and Experience Requirement
 * Following experience details will be used for creating job matching conditions for this vacancy

Nature of Skill?
 Typing-English-40

Will you consider candidates who are in the last year/phase of acquiring requisite Training/Skill?
 Yes No

Certification Bodies
 MSBTE (Maharashtra State Board of Technical Education)

Skill Programme
 Nothing selected

Percentage Scored
 Cut Off Filling Year: Nothing selected

SAVE **CANCEL**

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

Vacancy Criteria
 * Following vacancy criteria will be used for creating job matching conditions for this vacancy

Qualification
 BSC in MA

Skill & Experience
 I have selected

Total Mts. Career Experience in M
 1

Criteria 1: 1
 Typing-English-40 with MSBTE (Maharashtra State Board of Technical Education) Typing-Mahatma-50
 MSBTE

SAVE & NEXT

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.

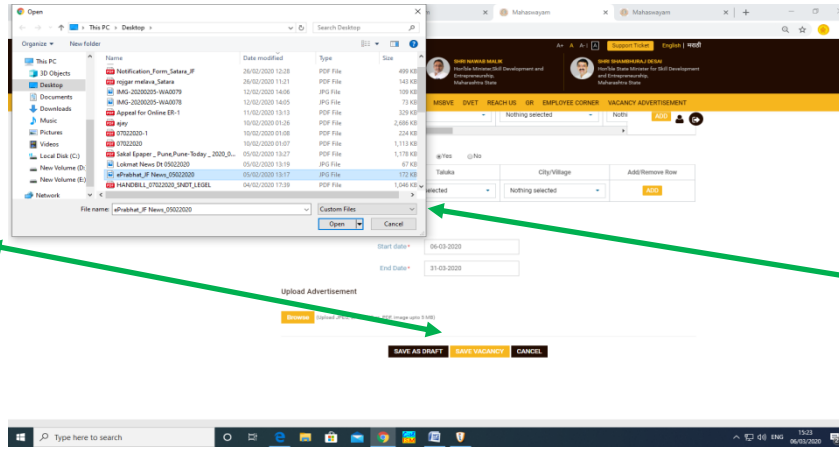
Click on **Add Your Criteria for Vacancy** button to add the details.

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

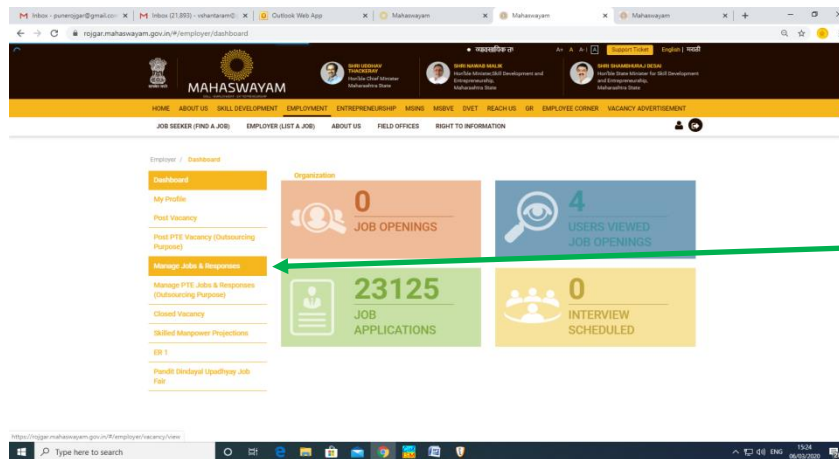
Add Vacancy Reservation details, if any. Click on **SAVE & NEXT** button.

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**

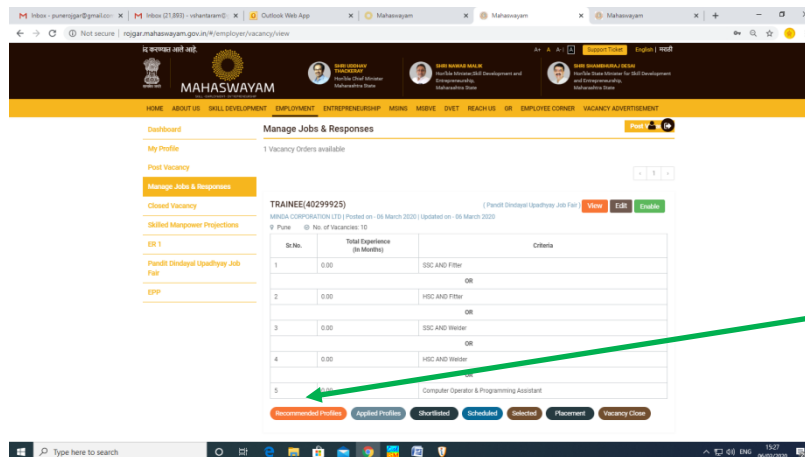


User can **upload News Paper Advertisement** of vacancy, if available.

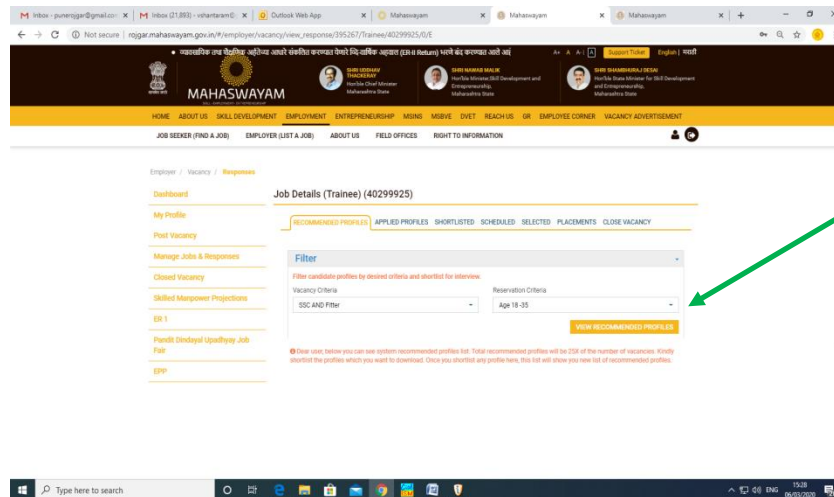


To get the list of matching candidates **Manage Jobs & Responses** या बटनावर **CLICK** करा.

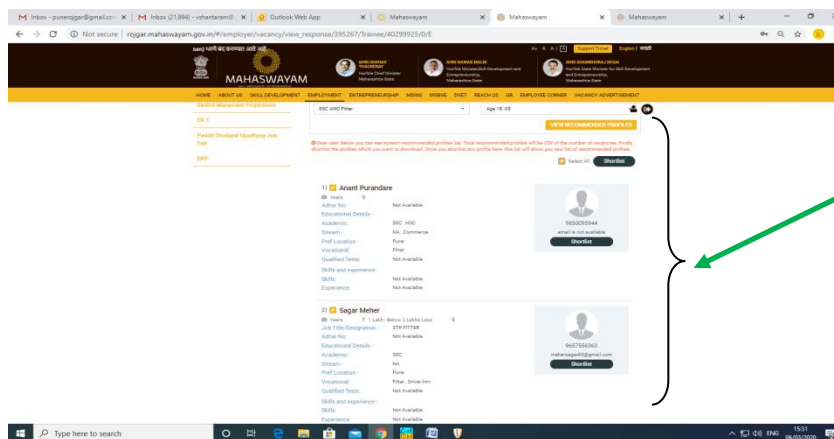
Manage Jobs & Responses Screen



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

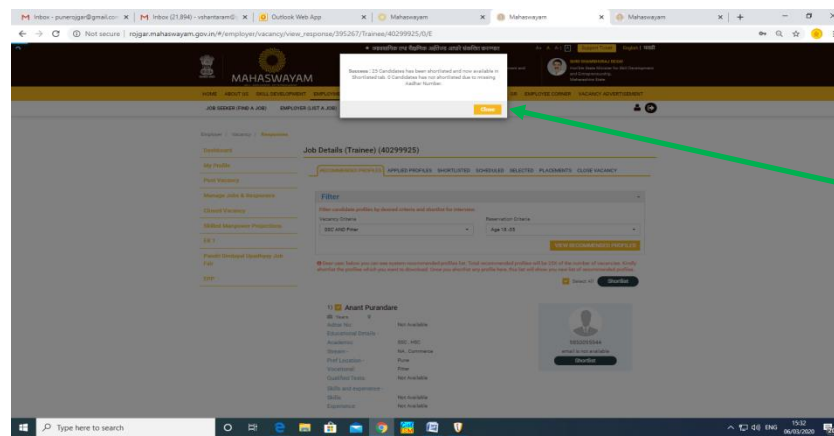


Select **Vacancy Criteria & Reservation Criteria** and Click on **VIEW RECOMMENDED PROFILES** button.

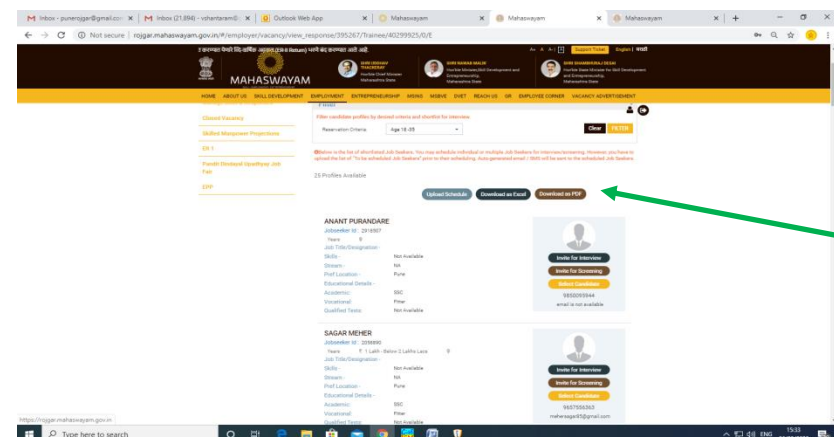


User can shortlist candidates by **Select All** or **Select particular candidate's profile**

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

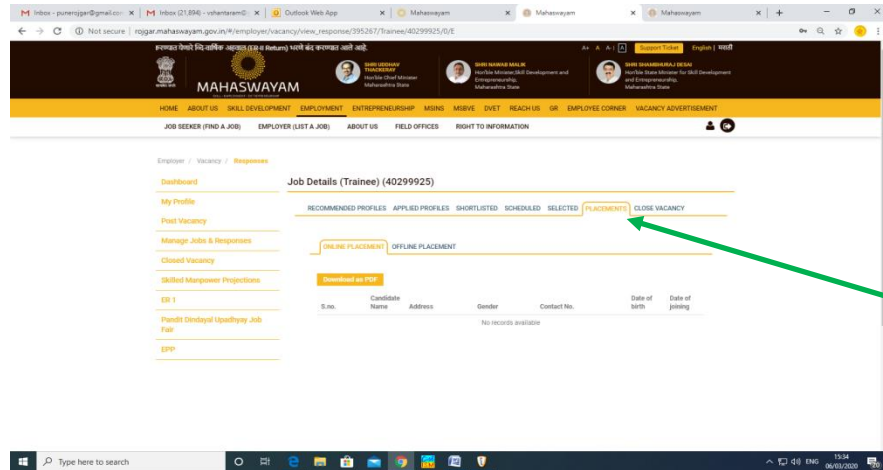


System will display message about shortlisted candidates.

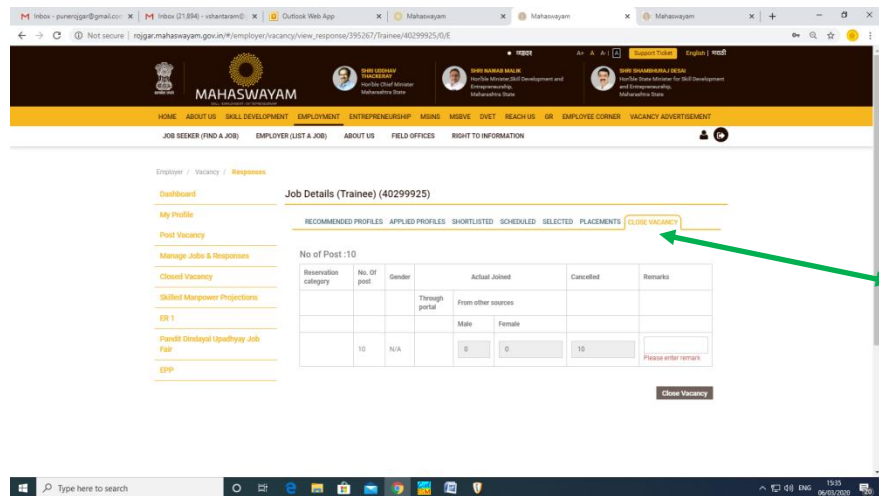


Through **Shortlisted** Tab user can **Upload Schedule** of candidate interview and can send **Place details, Date, Time of interview** through SMS.

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

DOCUMENT OWNED BY:

COMMISSIONER

SKILL DEVELOPMENT EMPLOYMENT AND ENTREPRENEURSHIP,
MAHARASHTRA STATE