

*Anubandham*

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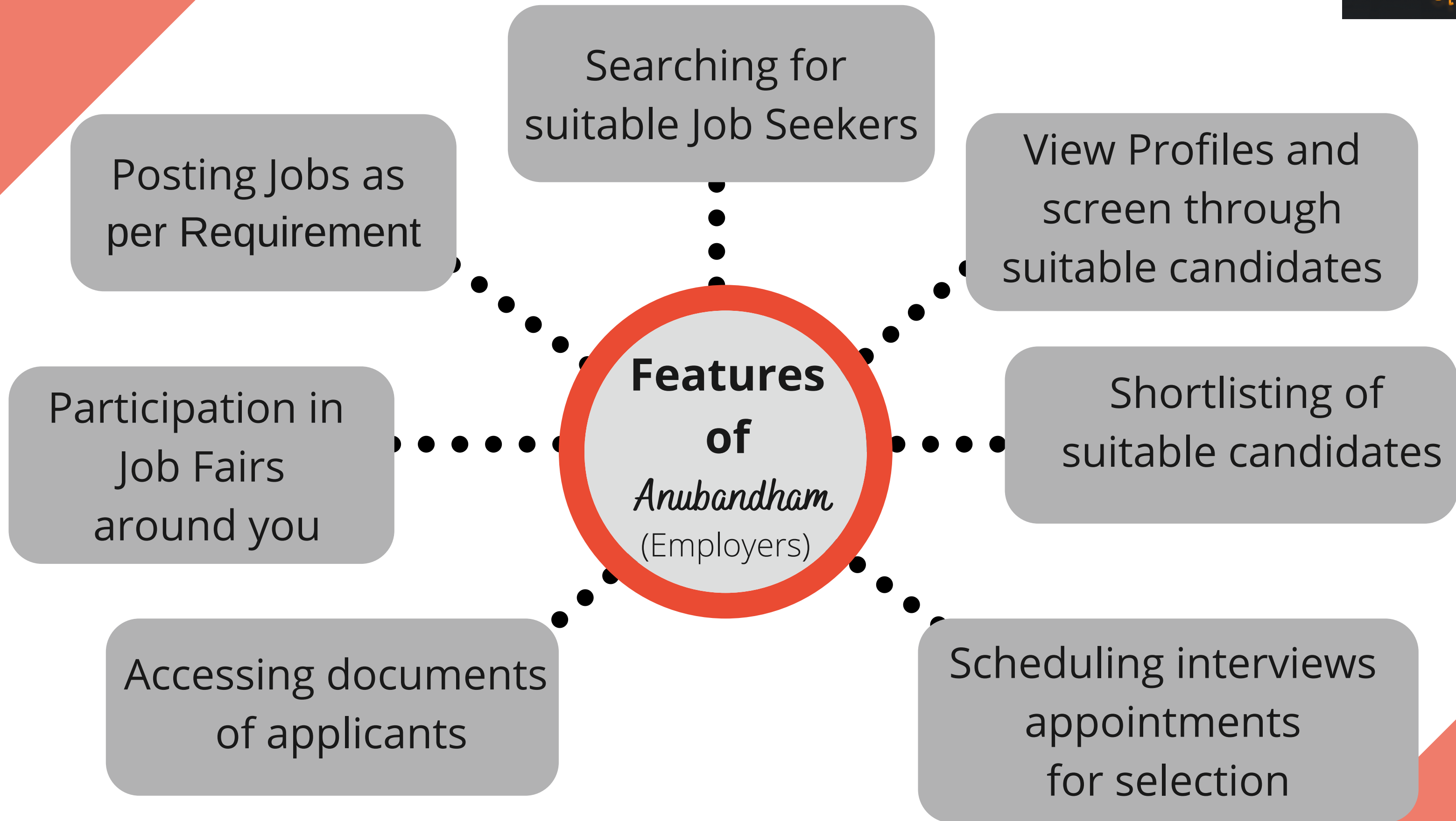
A new umbrella for bridging aspirant's needs  
through direct hiring between job seekers  
and employers

# **USER MANUAL EMPLOYERS**

For detailed User Manual -  
<https://anubandham.gujarat.gov.in/assets/img/UserManual/DET-Rojgar-Setu-User-Manual-Employer-v1.0.pdf>



**Labour & Employment Department**  
Government of Gujarat



# STEPS FOR EMPLOYERS

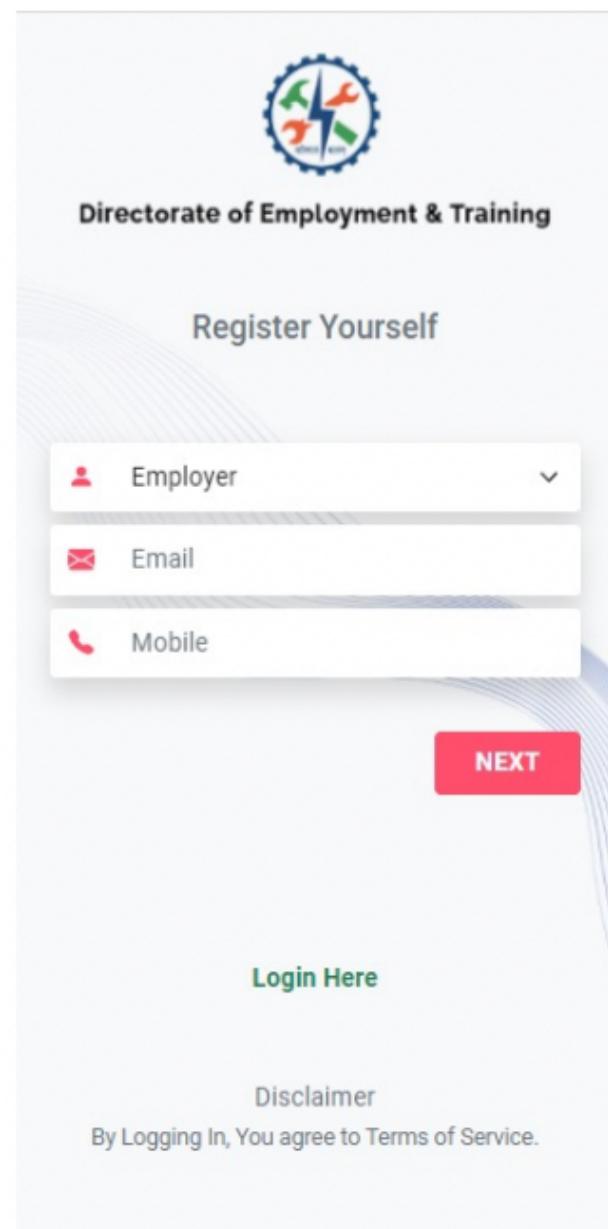


# Registering as Job Provider/Employer

1. Access the portal on <https://anubandham.gujarat.gov.in/home>

2. Click on Register on the top-right corner. The following page will appear

3. Choose 'Employer'



Directorate of Employment & Training

Register Yourself

Employer

Email

Mobile

NEXT

Login Here

Disclaimer  
By Logging In, You agree to Terms of Service.



## Job Alerts & Notifications



The job alert and notification enables you to quickly apply for desired job and notifies the recruiters.

# Registering as Job Provider/Employer

4. Provide Mobile Number and Email ID and click 'Next' to receive OTP

5. Once you enter the correct OTP, you will be redirected to the Common Application Form

The screenshot shows a web interface for a 'Common Application Form'. On the left is a mobile app interface with a 'Basic Details' header and a 'Registration Details' section. The main form area has a header 'Common Application Form' and a user email '(employer51@gmail.com)'. The form includes fields for 'Name of person applying' (First Name, Middle Name, Last Name), 'For Employer: Enter Office Address' (Address 1, State, District, City, Pincode), and a 'NEXT' button.

**Common Application Form** (employer51@gmail.com)

Name of person applying

First Name\* Middle Name Last Name

First Name Middle Name Last Name

**Basic Details**

For Employer: Enter Office Address

Address 1\*

Address 1

State\* District\* City\*

--SELECT-- --SELECT-- City

Pincode\*

Pincode

NEXT

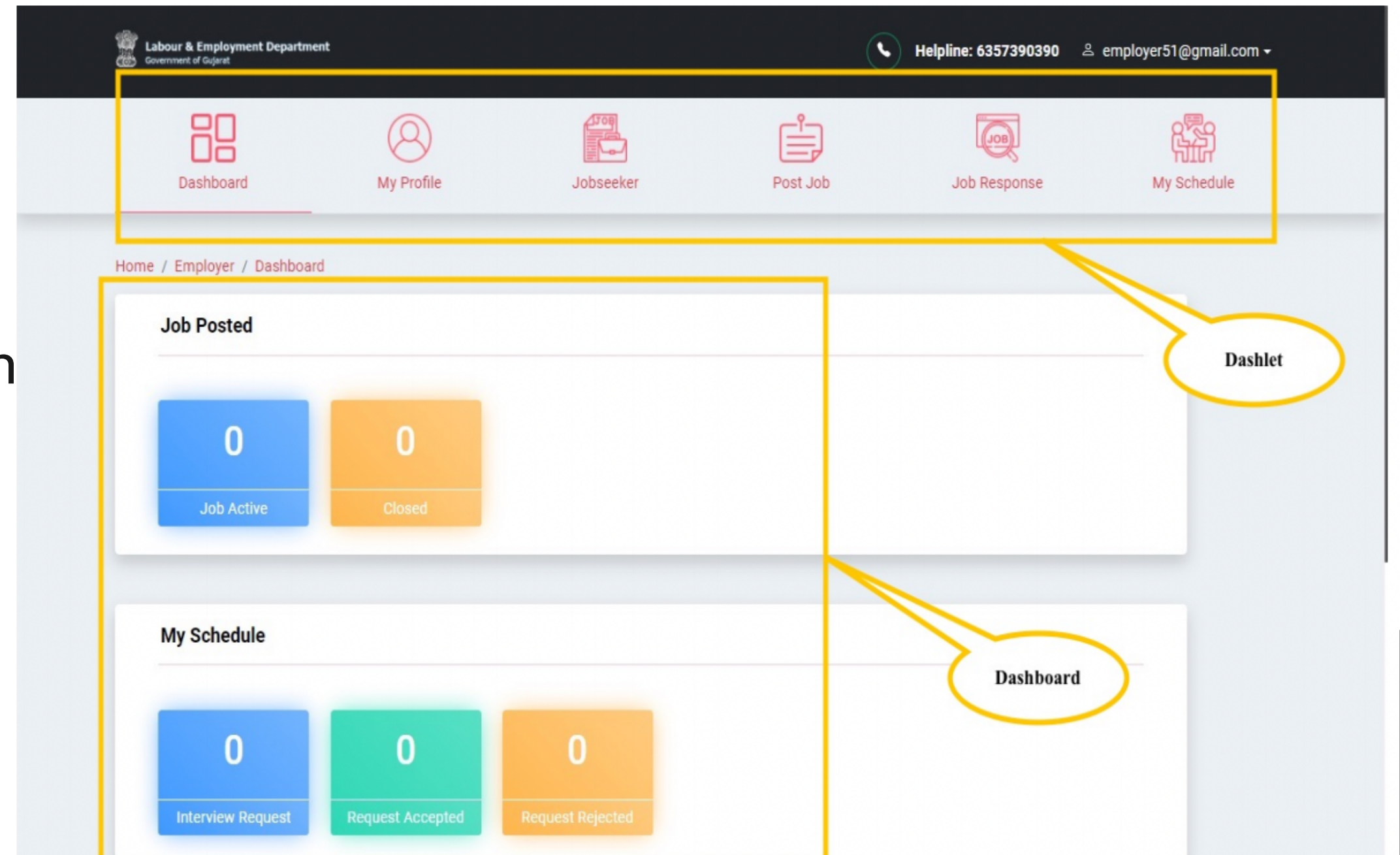
# Registering as Job Provider/Employer

6. Fill in all details correctly, including type of organisation, unique ID (such as PAN), contact person details, office address etc., as required in the form, and click on 'Sign Up'.

7. Login using your credentials at anytime to access the features of Anubandham.

Note:

- There is an option to 'Edit Profile'
- Incase if you have forgotten your password, there is a 'forgot password' option



# Posting a Job

1. After Signing in, access your Dashlet and click on 'Post Job'

2. Fill in the required details such as nature of job, number of vacancies, job description, location, etc.. and click 'Submit'.

Home / Employer / Post A Job

### Post a Job

Job Title \*  Sector \*  Level Of Job

Nature Of Job \*  Gender preference

No Of Vacancy \*

SC	ST	SEBC	General	PH	EWS	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Job Description \*

Key Skill \*

Is the job for Ex servicemen?  YES  NO

Is the job for differently abled (PwD)?  YES  NO

Proposed Salary

Approximate Joining On \*

Job expiry date \*

Job Location  Outside Gujarat  All Gujarat

Select Location (In Gujarat)

- Gandhinagar
- Ahmedabad
- Amreli
- Anand
- Banaskantha
- Bharuch

Preference  Age Preference  Date of Birth Preference

Experience Preference

Field Job ?  Desk Job ?  Travelling Job ?

[+ Add Education Detail](#)

Education Level	Education degree	Specialization
<input type="text"/>	<input type="text"/>	<input type="text"/>

Job Post Now

# Job Response

The Job Response button on the Dashlet lets you view the total applicants for each vacancy, and close the job, if required.

Labour & Employment Department  
 Government of Gujarat

Helpline: 6357390390 | employer51@gmail.com

Dashboard | My Profile | Jobseeker | Post Job | **Job Response** | My Schedule

Home / Employer / Job Response

**Job & Response**

Job ID:  Job Title:

Posted From:  Posted To:

Expiring From:  Expiring To:

Job Post Status:  Job Nature:

Sr No.	Job ID	Created On	Expired On	Job Title	Total Application	Status	Action
1	415986463	3/14/2021	3/30/2021	Developer(Angular/.Net)	1	Active	Action ▾
2	695982197	3/14/2021	3/29/2021	Quality Analyst	0	Active	Preview Job View Candidates Close Job - Notify Recruitment
3	840046471	3/14/2021	3/30/2021	Network Administrator	0	Active	Action ▾
4	609243364	3/14/2021	3/28/2021	Solution Architect	0	Active	Action ▾
5	599205730	3/14/2021	3/24/2021	Project Manager	0	Active	Action ▾
6	175841030	3/14/2021	3/20/2021	Developer(Angular/.Net)	0	Active	Action ▾

1 - 10 of 6

# Shortlist Candidates and Schedule Interviews

1. From the Job Response list, click on View Candidates.

2. The 'Action' button allows the following actions-

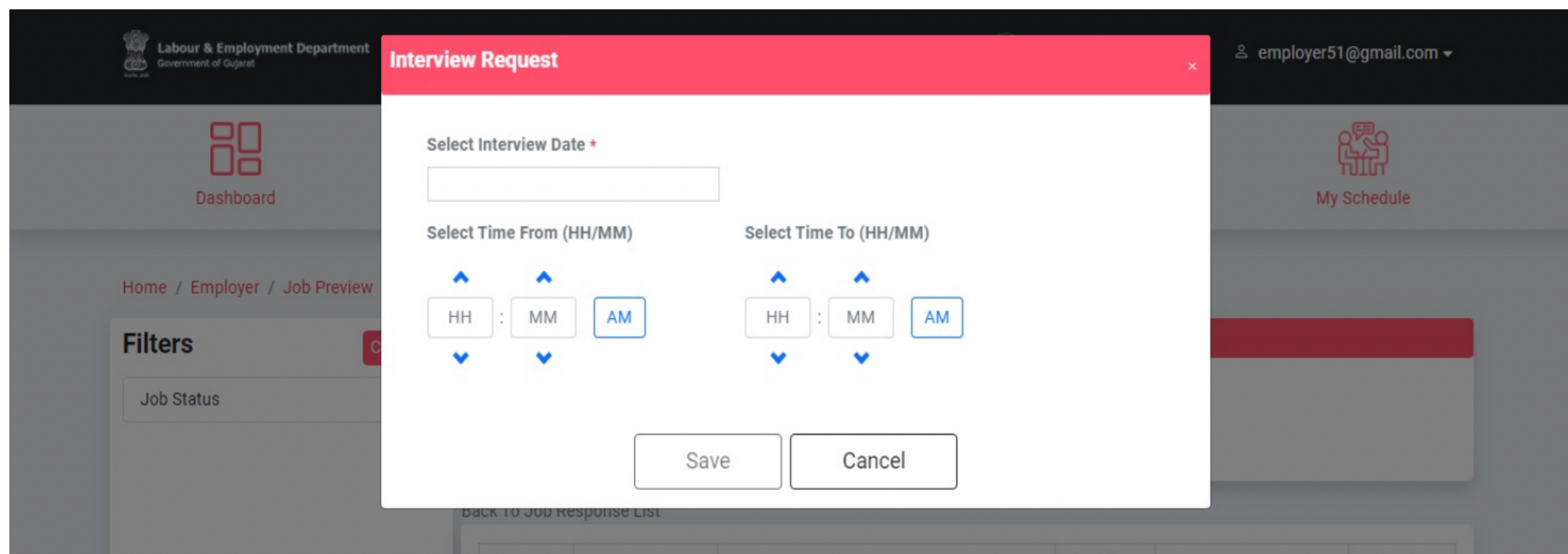
- Preview Candidate
- Reject Candidate
- Shortlist Candidate
- Select Candidate
- Send Interview Request

The screenshot displays the 'Job Response' section of the portal. At the top, there is a navigation bar with icons for Dashboard, My Profile, Jobseeker, Post Job, Job Response, and My Schedule. The main content area shows a job preview for 'Developer(Angular/.Net)' with Job ID 415986463 and a description 'Test Job Description'. Below this is a table of job responses. The table has columns for Sr No., Applied On, Candidate Name, Experience (MM/YY), Status, and Action. One candidate is listed with a 'Pending' status. An 'Action' dropdown menu is open, showing options: Candidate Preview, Reject Candidate, Shortlist Candidate, Select Candidate, and Send Interview Request.

Sr No.	Applied On	Candidate Name	Experience (MM/YY)	Status	Action
1	3/14/2021	Job Seeker - 51	6/9	Pending	<ul style="list-style-type: none"> <li>Candidate Preview</li> <li>Reject Candidate</li> <li>Shortlist Candidate</li> <li>Select Candidate</li> <li>Send Interview Request</li> </ul>

# Shortlist Candidates and Schedule Interviews

3. Click 'Send Interview Request' to schedule interview on suitable date and time.



The screenshot shows a web application interface for the Labour & Employment Department, Government of Gujarat. A modal window titled "Interview Request" is open, allowing an employer to schedule an interview. The form includes a date selection field, two time selection fields (one for start and one for end), and "Save" and "Cancel" buttons. The background shows a dashboard with a "My Schedule" section.

Labour & Employment Department  
Government of Gujarat

Dashboard

Home / Employer / Job Preview

Filters

Job Status

Back to Job Response List

employer51@gmail.com

My Schedule

**Interview Request**

Select Interview Date \*

Select Time From (HH/MM)

Select Time To (HH/MM)

Save Cancel

Note:

- You can check all scheduled interviews on 'My Schedule' section
- If the Candidate Accepts interview request, you can view contact details and schedule interview.

# Participate in Job Fairs

The 'Job Fair' Button on the Dashlet enables you to participate in Job Fairs around you.

The screenshot displays the 'Job Fair' section of the Labour & Employment Department website. The header includes the department name, helpline number (63-57-390-390), and user email (employer7@gmail.com). The navigation bar features icons for Job Response, My Schedule, Job Fair, Submission, Download, and Service Request. The main content area shows a search bar and a 'Sort By' dropdown set to 'Recent'. Two job fair listings are visible:

- Job Fair 1:** Time 10:00:00 - 18:00:00, Location Ahmedabad - 29/05/2021 - 31/05/2021, Title Gandhinagar Big Job Fair, Status Ongoing, Job Fair ID JF148283055. Includes a 'Participate' button.
- Job Fair 2:** Time 08:00:00 - 18:00:00, Location Gandhinagar - 30/05/2021 - 05/06/2021, Title Gandhinagar Vibrant mega Job Fair, Status Upcoming, Job Fair ID JF448710106. Includes a 'Participate' button.