

## HOW TO REGISTER AS RECRUITER

- ❖ Click on "**Recruiter**" on the top right corner of the home page
- ❖ Select "**Registration**" from the drop down menu.

1. **COMPANY NAME:** Enter the name of your company.
2. **OFFICE URL:** Enter your office URL.
3. **LOCATION:** Enter location of your company.
4. **COMPANY EMAIL ID:** Enter a valid Email Id(it will be your user name)
5. **COMPANY CONTACT NO:** Enter a valid mobile number.
6. **SELECT SECTOR:** Select sector from the dropdown menu.
7. **DOCUMENT TYPE:** Select document type from the drop down list E.g. PAN/GSTN/UAN/VOTER ID/AADHAR.
8. **DOCUMENT NUMBER:** Enter the corresponding document number.

### **NODAL OFFICER DETAILS (Single Point Of Contact Person Details)**

9. **NAME:** Enter nodal officer's name.
  10. **EMAIL ID:** Enter nodal officer's email id.
  11. **CONTACT NO:** Enter nodal officer's contact number.
- ❖ Enter the security code.
  - ❖ Declaration by recruiter.
  - ❖ Click "**Register**" button.

**After that a verification link will be sent to the registered email id. Recruiter need to click on that link. He/ She will get the login credential once approved by the Admin.**

**Company Details**


<b>*Company Name</b> <input type="text" value="Company Name"/>	<b>Office URL</b> <input type="text" value="Office URL"/>	<b>*Location</b> <input type="text" value="Select Location"/>
<b>*Company Email-Id</b> <input type="text" value="Company Email-Id"/>	<b>*Company Contact Number</b> <input type="text" value="Company Contact Number"/>	<b>*Select Sector</b> <input type="text" value="Select Sector"/>
<b>*Document Type</b> <input type="text" value="Select Document Type"/>	<b>*Document Number</b> <input type="text" value="Document Number"/>	

Company Email-Id will be your User name

**Nodal Officer Details**

<b>*Name</b> <input type="text" value="Nodal Officer Name"/>	<b>*Email Id</b> <input type="text" value="Nodal Officer E-mail ID"/>	<b>*Contact Number</b> <input type="text" value="Your Contact Number"/>
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**Security**

**\* Captcha**  


I agree with the [terms and conditions](#)