

## **PROCEDURE for enrolment of job-seekers (Registration of Employment)**

Directorate of Employment, Labour Department, Government of West Bengal enrol job seekers to find suitable jobs for them. Job-seekers have to apply in online mode only in the website of Directorate of Employment, <https://employmentbankwb.gov.in/> . Job seekers have to click on “New Enrolment Job Seeker” in the website, check the dialog box to accept the terms & conditions and click on “ACCEPT & CONTINUE” button to open application form. Fill up the form and upload the documents as per requirement. After filling up of application and document uploading applicant has to click the submit button to get the temporary Enrolment certificate with temporary Enrolment number in real time.

Directorate will then validate the documents uploaded by the job seeker and send user name and password to him/her, if the uploaded documents are correct.

By using the user name and password the job seeker will be able to download its Final certificate from the website.

The job-seeker will be solely responsible for authenticity of any information supplied by him/her and also for updating it periodically. Information so received from the job seeker shall be accessible by any Employer/Placement agency, whatsoever, using the services of the Employment Bank portal.

## **FEES**

No fees are applicable for enrolment of job-seekers (Registration of Employment)