

Job Provider User Guide

Yuva Udyoga Sethu – Government of Karnataka

Portal address: yuvaudyogasethu.karnataka.gov.in

1. Open the Portal

1. Open the Yuva Udyoga Sethu portal using the link above.
2. On the homepage, click **For Employers** (Login) at the top-right corner.

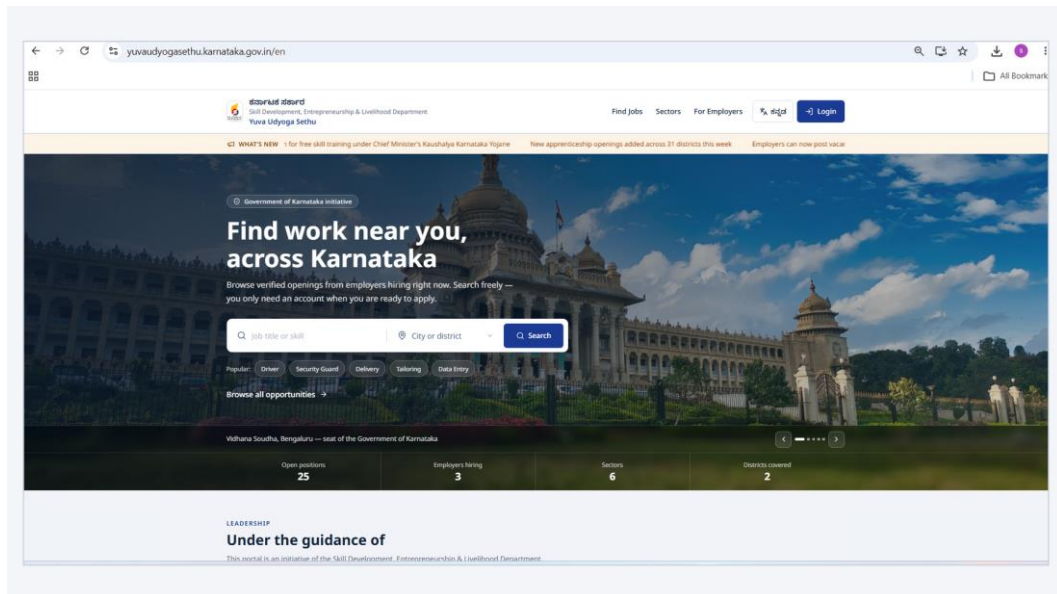


Figure 1: Portal homepage with the employer login option

2. Enter Your Mobile Number

1. Enter your 10-digit mobile number in the **Mobile Number** field.
2. Confirm that the number is correct and active, as the OTP will be sent to it.

3. Verify Your Number

1. Complete the on-screen verification.
2. Click **Get OTP**. A 4-digit OTP will be sent to your mobile number.
3. Enter the OTP received on your registered mobile number to sign in.

Figure 2: Employer registration and OTP verification

After a successful login, you can access your job provider profile and complete the setup below.

4. Complete Your Business Profile

The profile is completed in three steps.

Step 1 – Business details. Select the provider type, then enter your business name, industry, number of employees and contact details.

Figure 3: Step 1 – Business details

Step 2 – Work location and address. Enter the primary work location and, optionally, the street address, so that candidates can find your vacancies.

Hiring location

Step 2 of 3

Business Location Verification

Where is the work?

Candidates search for jobs near them. Without a location your vacancies do not appear in those results.

Primary work location

Bengaluru, Bangalore North, Bengaluru Urban, Karnataka, India

The town, area or district where people will actually work.

Street address (optional)

shop or building, street, landmark

Helps candidates find you on the day of the interview.

Next

Figure 4: Step 2 – Hiring location

Step 3 – Business verification. Verify your business using your GSTIN or CIN, then click **Submit for verification**.

Business verification

Step 3 of 3

Business Location Verification

Verify your business

GSTIN or CIN — either one is enough. We store a masked version, never the full number.

Verified businesses can publish vacancies and contact candidates. Until then you can set everything up, but your vacancies stay private.

Which number do you have?

☒ GSTIN
If your business is GST-registered

☐ CIN
For private and public limited companies

GSTIN number

85abcde1234Fwpj

Only a masked version is stored. The full number is never saved.

Usually reviewed in About 2 hours

Submit for verification

Do this later — vacancies stay private until verified

Figure 5: Step 3 – Business verification

Note: Vacancies remain private until your business has been verified.

5. Explore Your Dashboard

Once all steps are complete, you will be redirected to your **Dashboard**. The navigation menu on the left-hand side provides the following sections:

- **Home** – Access the main dashboard and overview.
- **Jobs** – Post, view and manage job opportunities.
- **Applicants** – View and manage applicant information.
- **Profile** – View and update your profile details.
- **Help & Support** – Get assistance with any queries or issues.

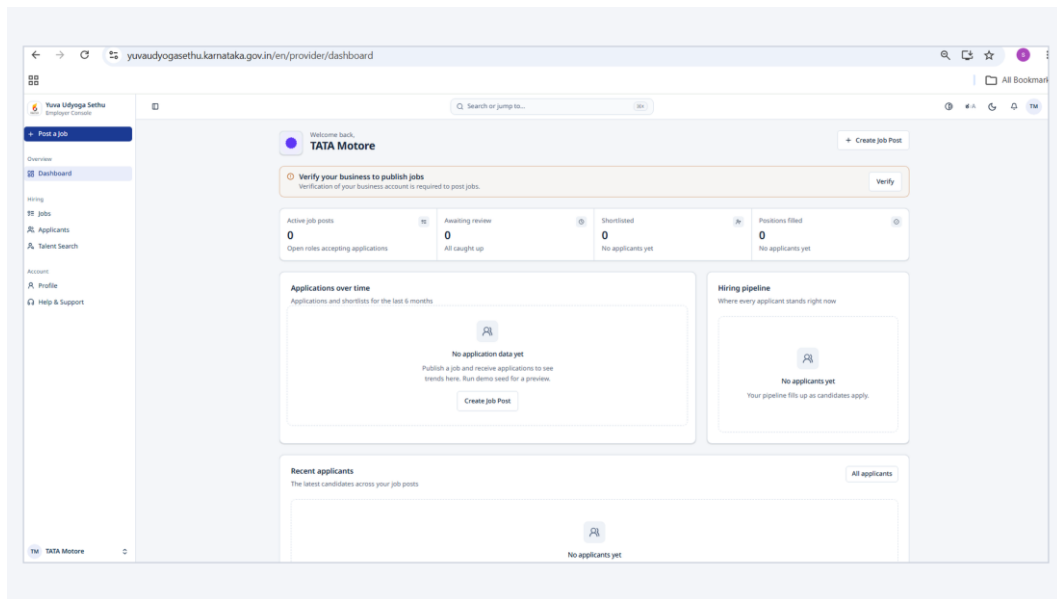


Figure 6: Employer dashboard