



Walkthrough - How to post a job on apna?



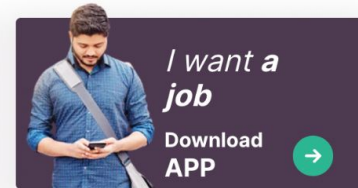
Step 1. Go to - www.employer.apna.co/login

Announcing the launch of apnaDatabase - Search & hire from 40 Million+ relevant candidates 🚀

apna

Employer Login

Hire from a pool of
3 Cr+ candidates.



4,00,000+ Top Companies Trust Apna



DELHIVERY



3
Crore+
Users



3.5 Crore+
Interviews &
Professional
Conversations Last
Month



50
Lakhs+
Jobs

Step 2. Enter your mobile number and OTP to login into your account

Announcing the launch of apnaDatabase - Search & hire from 40 Million+ relevant candidates 🚀

apna

Hire from a pool of
3 Cr+ candidates.

Employer Login/Sign Up

+91

Login to apnaHire →

🚀 Early Access [For Enterprises](#) **Beta**

4,00,000+ Top Companies Trust Apna



DELHIVERY



3
Crore+
Hires





3.5 Crore+
Interviews &
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50
Lakhs+
Jobs


Step 3. Select Post a job option on the right hand side of the dashboard

HelpVS

 Jobs

 Database

 Reports

 Manage coins

All Jobs (4)


Post a new job

Back Office Coordinator Expired
Parade, Kanpur | Posted on: 23 May 2022

0/20

Total applications

Renew now


 Renew now to receive new applications

Data Entry Operator Expired
All Areas in Lucknow | Posted on: 23 May 2022

0/20

Total applications

Renew now


 Renew now to receive new applications

Delivery Boy Expired
Allupur, Lucknow | Posted on: 23 May 2022

0/20

Total applications

Renew now


 Renew now to receive new applications


Sales Associate Expired
Parade, Kanpur | Posted on: 23 May 2022

0/20

Total applications

Renew now

 Renew now to receive new applications

Coin balance:  0

Buy Coins

Step 4. Share details such as Company Name, Job Title, etc

[←](#) Post a new job [? Help](#) [×](#)

Post Job

1

 Basic Details

2

 Candidate Requirements

3

 Interviewer Information

4

 Select Plan

Job details

We use this information to find the best candidates for the job.

*Marked fields are mandatory

Company you're hiring for *

Vijetha Builders [Change](#)

Job title / Job role *

Drywall and False-Ceiling Installer

Department / Function *

Construction & Site Engineering [×](#) [▼](#)

What is Department / Function? ⓘ

Category / Role *

Labour / Factory Worker [▼](#)

What is Category / Role ? ⓘ

Type of Job *

Full Time

Part Time

Both (Full-Time And Part-Time)

☐ This is a night shift job

Step 5. Share details such as City, Area, Job Type, etc

← Post a new job

? Help ×

Location

Let candidates know where they will be working from.

What is the job location for your candidates? *



Work from office



Candidates would be required to work from a fixed location



Field jobs



Candidates would be required to work in the field, with minimal time spent in the office

Office address / landmark *

2/12, New RHB Colony, 34 PBN-A Village, Suratgarh, Rajasthan 335804, India



Job City *

Jaipur



Area *

Sanganer



Receive applications from *

Within 10 KM

Within 25 KM

Entire Jaipur



You will be receiving applications from Entire Jaipur city.

Step 6. Share details such as Salary, Incentives, etc

← Post a new job

? Help X

Would you also like to receive candidate applications from anywhere in India if they are willing to move to Jaipur for this job? *

Yes

No

Kindly discuss travel reimbursement details directly with the candidates.

Compensation

Job postings with right salary & incentives will help you find the right candidates.

What is the pay type? *

Fixed Only

Fixed + Incentive

Incentive Only

Fixed salary / month * ⓘ

₹15,000

to

₹20,000

Salary breakup shown to candidates

Fixed Salary

₹ 15,000 - ₹ 20,000

Average Incentive

₹ 0

Step 7. Share details such as Perks, any security deposit, etc

← Post a new job

? Help X

Fixed Salary	₹ 15,000 - ₹ 20,000
Average Incentive	₹ 0
Earning Potential	₹ 15,000 - ₹ 20,000

Do you offer any additional perks ?

Weekly Payout +

Overtime Pay X

Joining Bonus +

Annual Bonus +

PF +

Travel Allowance (TA) +

Petrol Allowance +

Others +

Is there any joining fee or deposit required from the candidate? *

Yes

No



By selecting this option, you declare that a candidate applying to this job will not be charged any fee. A mismatch in this information will lead to an account suspension as per [apna's Code of Conduct](#)



Continue

Step 8. Fill in Candidate Requirements details such as Required Education, Gender, etc

[←](#) Post a new job [? Help](#) [×](#)

Post Job

✓ Basic Details

2 Candidate Requirements

3 Interviewer Information

4 Select Plan

Candidate Requirements

We'll use these requirement details to make your job visible to the right candidates.

Minimum Education *

10th or Below 10th ▾

Gender *

Male

Female

Both

Any specific age criteria? *

Yes

No

Total experience required *

Fresher Only

Experienced Only

Any

i Both fresher & experienced candidates will be able to apply.

Step 9. Fill in other details such as Language Proficiency, Preferred Industry Candidate, etc

← Post a new job

? Help X

Candidates from which department can apply ? * New

Your job details: Construction & Site Engineering - Labour / Factory Worker

- ☒ Construction & Site Engineering only
- ☐ Choose relevant departments
- ☐ Any department

Previous industry preference (optional)

Add industries in which candidates should have prior experience for this job

Any Industry X

Any industry selected

You can select upto 10 industries

English level required *

No English



Basic English



Candidate can understand and read English sentences

Intermediate English



Candidate can speak in English on some topics

Advanced English



Candidate can understand and speak English fluently

Regional language preference (optional)

Assamese +

Bengali +

Gujarati +

Hindi +

Kannada +

Malayalam +

Marathi +

Oriya +

Tamil +

Telugu +

Step 10. Fill in other details such as Skill-sets, Job Description, etc

← Post a new job

? Help ×

Skills preference (optional)

You can add up to 10 key skills to make your job visible to the right candidates.

Wallpapering ×

Exterior Painting ×

Drywall Installation ×

Type to search for skills



Job will be promoted to candidates with selected skills



Although candidates who have mentioned other skills in their profile can still apply

Asset(s) required for this job (optional)

Two-Wheeler Vehicle +

Two Wheeler Driving License +

Job Description

Describe the responsibilities of this job and other specific requirements here.

Job description / Additional requirement

Maintain accounts of the company

Please mention if you have any specific requirements here, we will check the candidates for you.

Step 11. Share your preference of interview, mode of communication for connecting with candidates.

← Post a new job

? Help X

Interview method and address

Let candidates know how interview will be conducted for this job.

Type of Interview

In-Person Interview

Telephonic/Online Interview

How would you like to manage candidates for this job?
You can always change the option later in the job page

▶ [See How it works?](#)

📞 Calls + 📱 Whatsapp



Stay updated on all platforms for faster hiring

- ✓ Call: Candidates can call you (9am- 6pm)
- ✓ Whatsapp: Apna will send all applications in a single WhatsApp chat
- ✓ Website: Manage applications on website

📱 Whatsapp



Receive updates on WhatsApp from Apna without candidate calls

- ✗ Call: Candidates cannot call you directly
- ✓ Whatsapp: Apna will send all applications in a single WhatsApp chat
- ✓ Website: Manage applications on website

💻 Website + 📄 CSV Download



Manage applications on the website without candidate calls & WhatsApp from Apna

- ✗ Call: Candidates cannot call you directly
- ✗ Whatsapp: Apna or candidates will not be able to send you WhatsApp directly
- ✓ Website: Manage applications on the website along with Excel download option

Back

Continue

Step 12. Post your 1st job Free and Buy coins for further job postings

← Post a new job

? Help X

Post Job

✓ Basic Details ————— ✓ Candidate Requirements ————— ✓ Interviewer Information ————— 4 Select Plan

Job Role Preview ✓ Job details autosaved

Drywall and False-Ceiling Installer
Full Time | 📍 Sanganer, Jaipur | ₹ 15,000 - ₹ 20,000

Select your preferred plan

📘 You have a balance of 🪙 0 coins. Select any plan to buy the remaining coins and post this job immediately. ⚡

[How it works?](#)

☐ SMALL

👤 20 target applications

🪙 500 300 Save 40%

🪙 15 per application

🕒 Expires when target met

✓ Coin returned for less applications in 15 days

Best for 1 hire

MOST POPULAR

☐ STANDARD

👤 40 target applications

🪙 1,000 600 Save 40%

🪙 15 per application

🕒 Expires when target met

✓ Coin returned for less applications in 15 days

Best for 1-4 hires

☐ LARGE

👤 150 target applications

🪙 3,000 2,000 Save 33%

🪙 14 per application

🕒 Expires when target met

✓ Coin returned for less applications in 15 days

Best for larger hiring needs

Step 13. Click on Post job. Your job will be live within 24 hrs

← Post a new job

? Help X

- 15 per application
- Expires when target met
- Coin returned for less applications in 15 days

Best for 1 hire

- 15 per application
- Expires when target met
- Coin returned for less applications in 15 days

Best for 1-4 hires

- 14 per application
- Expires when target met
- Coin returned for less applications in 15 days

Best for larger hiring needs

Coin Return Guarantee

We are adding coins back to your account if you receive less than the target applications. [How it works?](#)



Important Tips

- ✓ Applications are subject to jobs attractiveness and competition
- ✓ Renew job once target applications are reached, to get more applications
- ✓ Quick response & correct job information will give much better results
- ✓ De-activate your job once you have filled your position
- ✓ Any unethical practices will be immediately reported to the authorities with your KYC details

☐ I agree to the Apna's [Terms of Services](#) and [Code of Conduct](#)

Back

Post Job with 300 coins