प.सं.

च.नं.

वैदेशिक रोजगार सूचना व्यवस्थापन प्रणाली (FEIMS) मा आफ्नो युजर प्रोफाइल बनाउने सम्बन्धी सूचना

प्रकाशित मितिः २०७८/०९/२५

इजरायलका दीर्घकालिन स्याहार केन्द्रका लागि सम्झौता गरेका सबै नेपाली सहायक कामदारहरुले वैदेशिक श्रम स्वीकृतिका लागि वैदेशिक रोजगार सूचना व्यवस्थापन प्रणाली (FEIMS, URL: https://feims.dofe.gov.np) मा संलग्न म्यानुअल बमोजिम आफ्नो युजर प्रोफाइल यथाशिघ्र बनाउन हुन सम्बन्धित सबैको जानकारीका लागि यो सूचना प्रकाशित गरिएको छ ।

श्री चन्द्र साह
(संयोजक/निर्देशक)

User Manual for Creating User profile

This manual covers the Candidate's registration into Foreign Employment Information Management System (FEIMS) for obtaining foreign labour/work permit.

1. First Access FEIMS online web portal by typing https://feims.dofe.gov.np in a browser like Google Chrome.

2. Then click the "**Login**" button under "वैदेशिक रोजगारीमा गएका वा जान चाहने व्यक्तिका लागि मात्र ।" as follows:
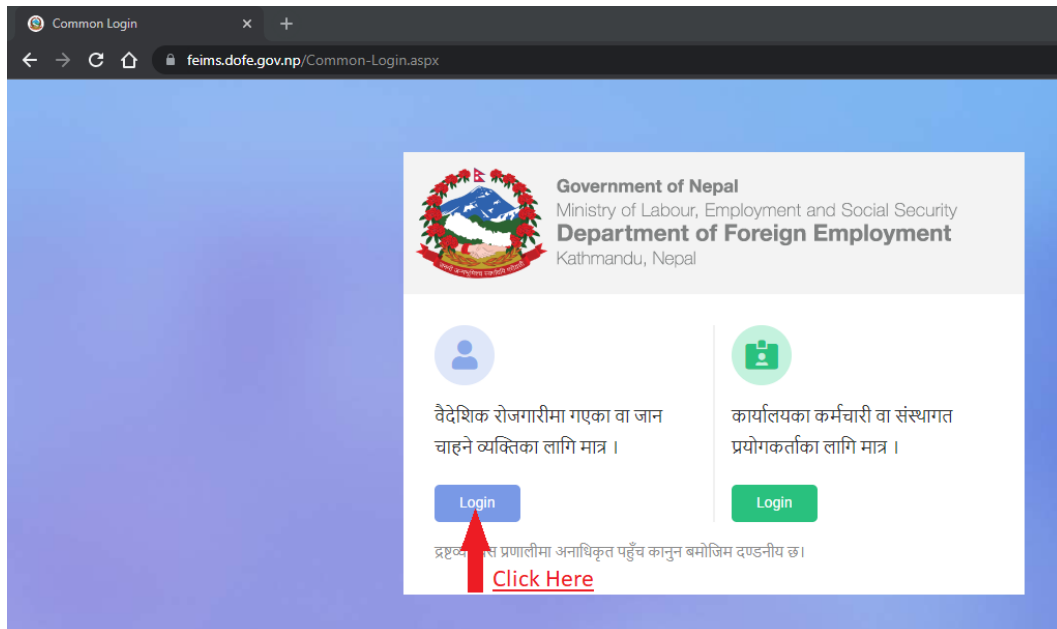
3. Now enter your latest passport number in the passport field and then click "**Next**" button as follows:

4. Enter your date of birth in AD and then click "**Next**" button as follows:

5. A message "Your account has not been created. If you want to create, click register?" is displayed in the case of user not created as before in the system. In this case, click the "**REGISTER**" button as follows:

6. A registration form to fill up with the title 'New Individual Registration' is displayed as below. So, fill-up the form and click **'Submit'** button.
Note that all the fields in this form are mandatory. In the 'Email' field put your personal email address that you use and have access to as you will receive OTP code and your login password in that email address. In the 'Mobile No.' field also put your personal mobile phone number. Tick either 'Email', 'SMS' or you can tick both options to receive OTP code in the above email and phone number that you had typed.

Government of Nepal
Ministry of Labour, Employment and Social Security
Department of Foreign Employment
Kathmandu, Nepal

New Individual Registration

Passport No *

> 123▓▓▓▓

Date Of Birth(DOB) *

> 199▓▓▓▓▓

Email *

> knm▓▓▓▓▓▓▓▓▓▓.com

Mobile No *

> 984▓▓▓▓▓

Send confirmation code in
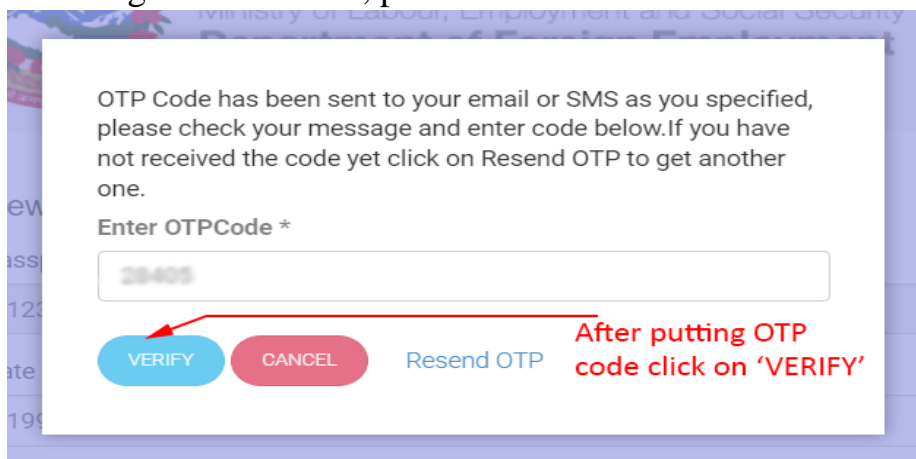
☑ Email   ☑ SMS

**Pick either 'Email' , 'SMS'
or you can pick both also.**

Back to login

Reset   Submit

After filling all fields click 'Submit'

7. After that a message like below will appear in the page saying to put the OTP code that was sent to you in your respective email and phone. Check for the OTP code in your email's inbox (also check your Spam folder) or check your mobile phone for SMS. After receiving the OTP code, put the code in the field "Enter OTPCode".
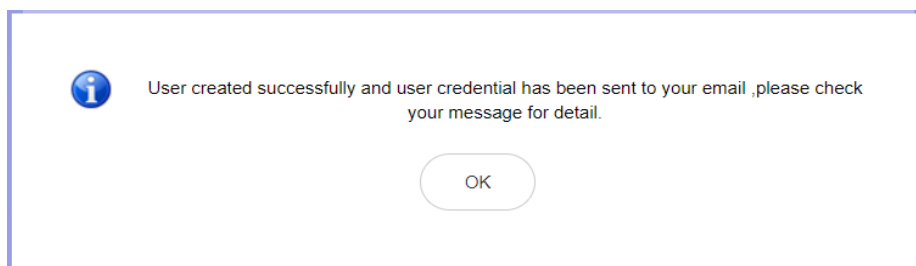

OTP Code has been sent to your email or SMS as you specified, please check your message and enter code below. If you have not received the code yet click on Resend OTP to get another one.

Enter OTPCode *

> 2▓405

VERIFY   CANCEL   Resend OTP   **After putting OTP code click on 'VERIFY'**

8. As the OTP is successfully verified, you will see a message in that page like below saying that the User has been created successfully and the login password has been sent to your email.

User created successfully and user credential has been sent to your email ,please check your message for detail.

OK

9. You will be redirected to the login page again after clicking 'OK'. In the login page follow the same process as earlier and enter your latest passport number and then click '**Next**' button.

10. In the next page you will be asked to enter your Password like below. Now go and check your inbox (also check your spam folder) in the email address that you had typed earlier for the password which you will require for logging in. Then provide your password in the password field and click '**Sign in**' button.

11. After signing in you will be now taken to your user dashboard where you will be able to see various information. First you must complete building your profile. To build your profile, Click 'View/Edit Profile' button only. DO NOT click on 'Apply For Work Permit' button because that process will be handled by DoFE.
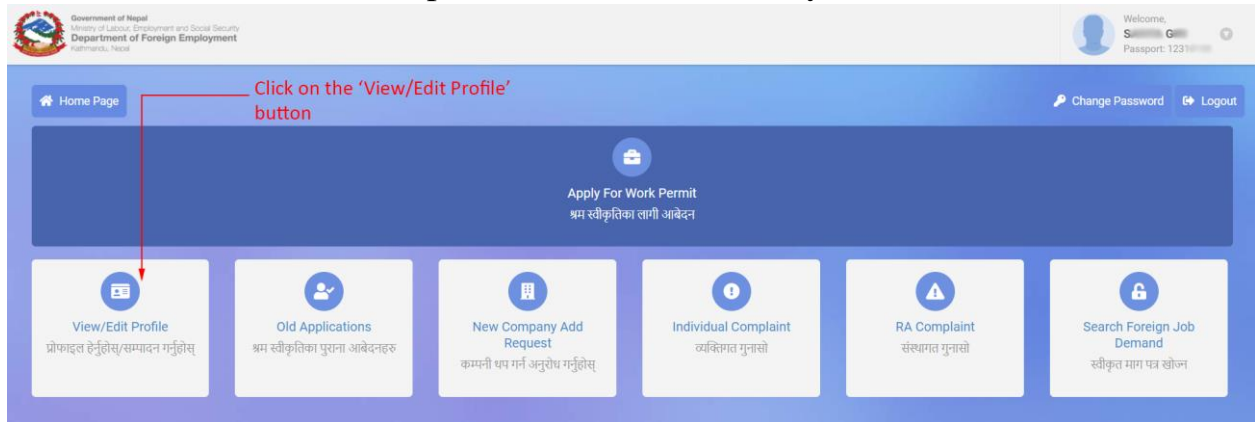
12. As you click "View/Edit Profile", 'Individual Basic Info' page will be displayed as below. Fill out all the fields specially the ones marked with '*' as those fields are mandatory. After filling the fields click on '**Next**' button. It will save the entered details and send you to the next page.

13. As you click "**Next**" button, 'Bank Information' page will be displayed as below. Input your Bank details as per fields present there and then upload your cheque book image in the 'Upload Bank Account Image' field to confirm that the account number and account holder name that you entered indeed exists in the bank. The image could be for example, scan of cheque book/ATM card (clearly showing bank name, account holder name and account number).

By clicking '**Next**' your entered data will be saved and it will send you to the next page.

14. After that you can continue filling the next pages Family Info, Personal Info, Training Info and Academic Info in similar fashion. Now, in the 'Personal Info' page fill out all the fields.

After that click '**Next**' button.

15. In the next 'Personal Info' page fill out all the fields.

Basic Info / Bank Account Info / Family Info / Personal Info / Training Info / Academic Info

Personal Information
* Fields Are Mandatory (देहायका विवरण भर्नुहोला)

Fill out all the fields specially
the ones marked with '*' as those
fields are mandatory.

Personal Info

Height	Weight (In KG)	Special Skill
5 ft 5 inch	55	Enter Special Skill
		* If multiple seperate with ';'

Experience	Known Languages	Any Physical Mark
Enter Experience	Enter Language	If yes please mention
	* If multiple seperate with ';'	

← BACK   Click 'Next'   NEXT →

After filling it out click '**Next**' button.

16. In the 'Training Info' page click '**ADD**' button to input training information and upload
    training document.

Basic Info / Bank Account Info / Family Info / Personal Info / Training Info / Academic Info

Training Information
* Fields Are Mandatory (देहायका विवरण भर्नुहोला)

ADD   Click 'ADD'

← BACK   NEXT →

Training Information
* Fields Are Mandatory (देहायका विवरण भर्नुहोला)   Fill out all the fields

Training Detail

Training *	Institution	Address
Caregiving	Enter Training Institute Name	Enter Address

Start Date	End Date	Duration(In days)
Select Start Date	Select End Date	Duration in Days

Training Documents

Add Document   Upload training
                  document

✕ REMOVE

ADD

← BACK   Click 'Next'   NEXT →

After filling the details and uploading training document click '**Next**' button.

17. Next on the 'Academic Info' page click '**ADD**' button to input academic information and upload academic document.

After filling out all the fields and uploading document click the '**SAVE**' button.

18. Also change your password after logging in into something that you can remember and keep it safely. You can change it by going to the '**Change Password**' button in your user Home Page.

19. After completing all the steps and procedures above logout from your dashboard by clicking '**Logout**' button.