KARNATAKA SKILL DEVELOPMENT CORPORATION | GOVT. OF KARNATAKA

Yuva Udyoga Sethu Unified skill development portal

Employer (Job Provider) User Manual

A simple step-by-step guide to registering as an Employer, completing the company profile, and adding team members who can post and manage jobs.



Portal home page – yuvaudyogasethu.karnataka.gov.in

Keep these ready

Item	Details
Mobile number	Authorised person's mobile (becomes your login; receives OTP).
Aadhaar	Authorised person's Aadhaar number and Aadhaar-linked mobile.
GSTIN	15-character GST number. Company name and address are fetched from it.
PAN / CIN	Company PAN (or TAN) number, CIN, and a Company PAN card file (PDF/JPG/ PNG, up to 5 MB).
ESI & PF numbers	Establishment's ESI and PF / EPFO numbers.
Work email	Authorised person's official email (to be verified).

Registration at a glance

Wizard step	Name	What you do
Step 1 of 4	Aadhaar	Verify the authorised person with Aadhaar OTP
Step 2 of 4	Company	Enter GSTIN, PAN, company and contact details
Step 3 of 4	Documents	Upload Company PAN card
Step 4 of 4	Preview	Review, accept declaration, Submit

Part A – Create Your Account

STEP 1 Open the portal

1. Go to **yuvaudyogasethu.karnataka.gov.in** in Chrome.
2. Click **Visit portal** in the top menu bar (or **Post a job / Find jobs**).

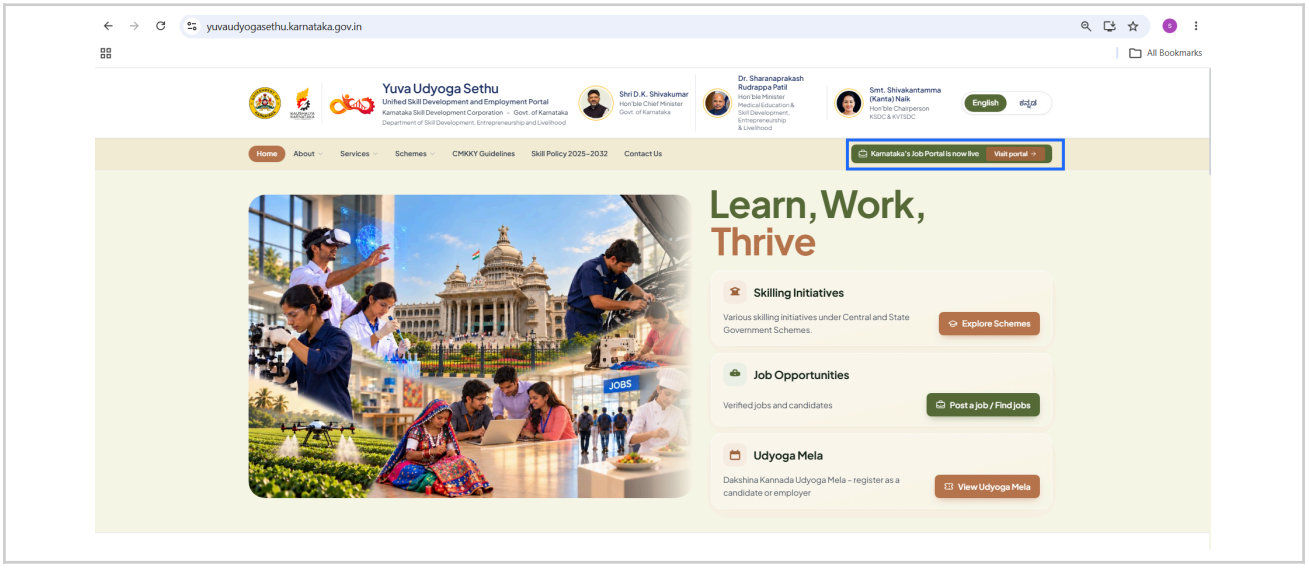

Figure 1 – Click "Visit portal" (top right)

STEP 2 Choose "Register as Employer"

1. On "Find work near you & beyond", click **Register as Employer**.
2. Already registered? Click **Login** (top right).

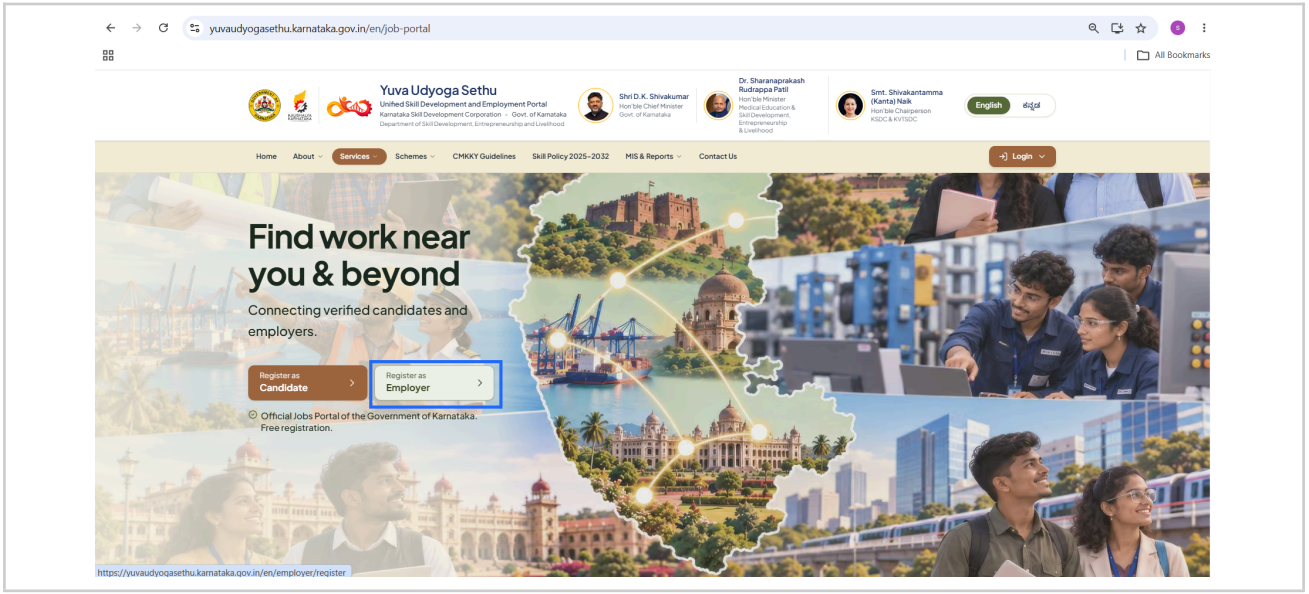

Figure 2 – Register as Employer

STEP 3 Create your account with a mobile number

1. **Business mobile number:** enter the authorised person's 10-digit number (+91). It becomes your login.
2. Tick **I agree to the Terms of Use & Privacy Policy**.
3. **Captcha:** type the letters/numbers shown (case-sensitive). Refresh if it expires.
4. Click **Continue** and enter the OTP sent to your mobile.

STEP 4 Aadhaar consent (Wizard Step 1 of 4)

1. Tick **I consent to Aadhaar OTP-based e-KYC verification**, then click **Verify with Aadhaar**.

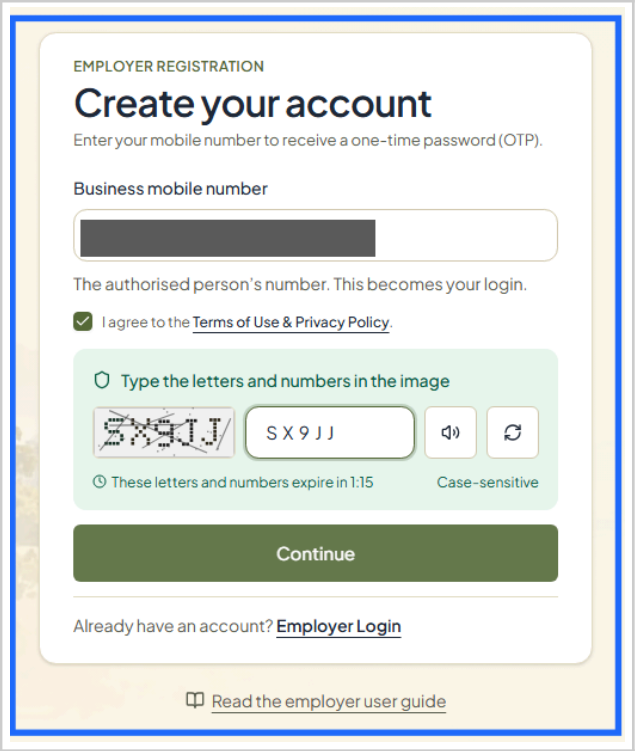

Figure 3 – Create your account (mobile masked)

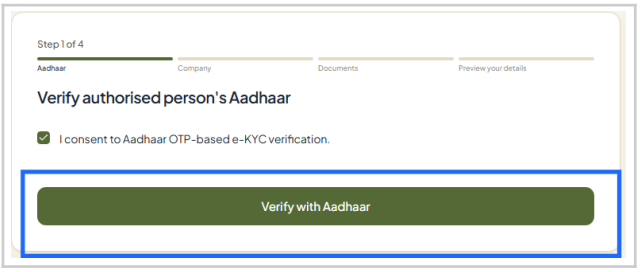

Figure 4 – Aadhaar consent

STEP 5 e-KYC on the Government page

1. **Aadhaar Number:** enter the 12-digit number; tick the consent box; keep **OTP** selected; click **Generate OTP**.
2. **Enter OTP** received on your Aadhaar-linked mobile and click **Submit**.
3. You return to the portal: "Aadhaar verified". Click **Next**.

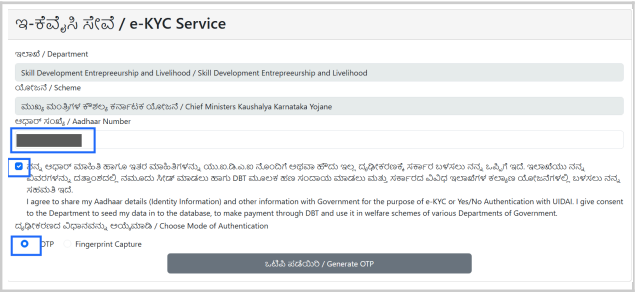

Figure 5 – Generate OTP (Aadhaar masked)

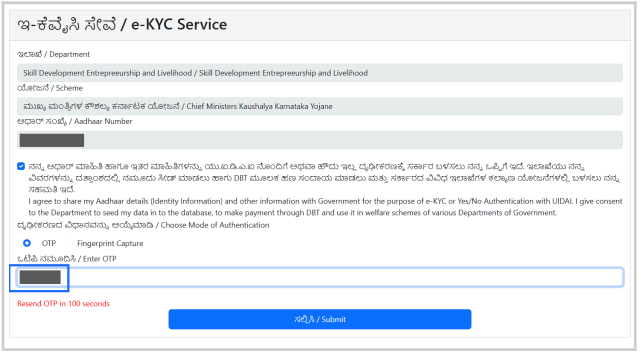

Figure 6 – Enter OTP, Submit (masked)

Part B – Company Registration Wizard

STEP 6 Company details – organisation and GSTIN (Wizard Step 2 of 4)

1. **Type of organisation:** select from the list (for example Private Limited Company).
2. **GSTIN:** enter the 15-character GSTIN and click **Confirm**.
3. **Registered company name** and **Registered address** are filled automatically and marked "Verified from GST records".
4. **Brand name:** optional – defaults to the company name.
5. **State and Pincode:** check them (State is preset to Karnataka).

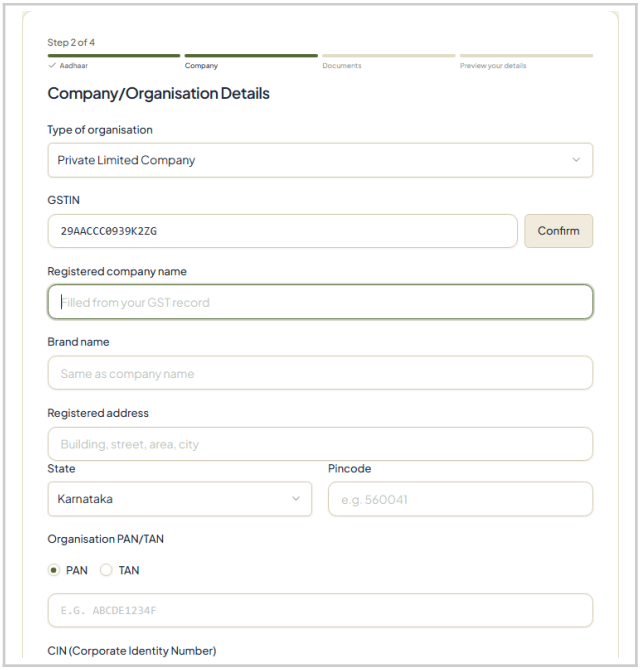

Figure 7 – Enter GSTIN and click Confirm

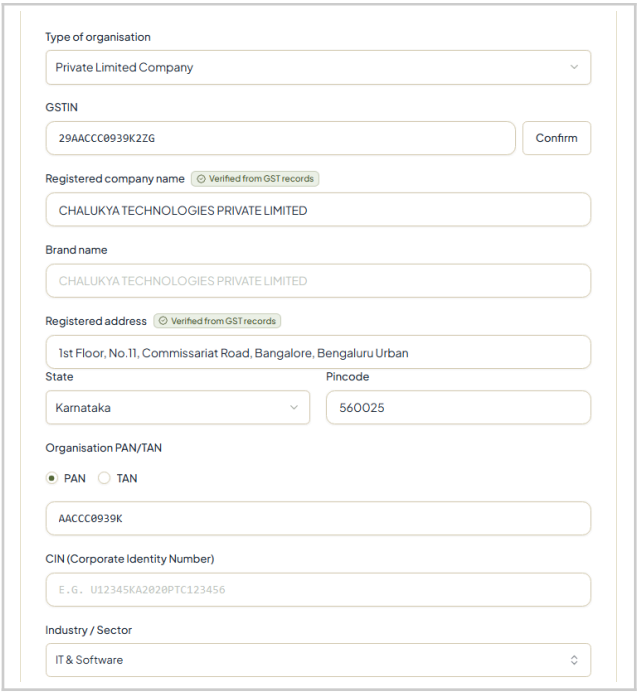

Figure 8 – Details fetched; enter PAN, CIN, industry

> **Tip:** If name and address stay empty, re-check the GSTIN and click Confirm again.

STEP 7 Company details – PAN, statutory and contact (continued)

1. **Organisation PAN / TAN:** select PAN or TAN and enter the number.
2. **CIN:** enter the Corporate Identity Number.
3. **Industry / Sector:** select your sector.
4. **Number of employees:** select the range.
5. **ESI number** and **PF / EPFO number:** enter both.
6. **Authorised Person's Name:** filled from Aadhaar.
7. **Designation:** select your role.
8. **Work email:** enter and verify until it shows "Verified".
9. **Website** (optional) and **LinkedIn URL:** add if available.
10. Click **Next**.

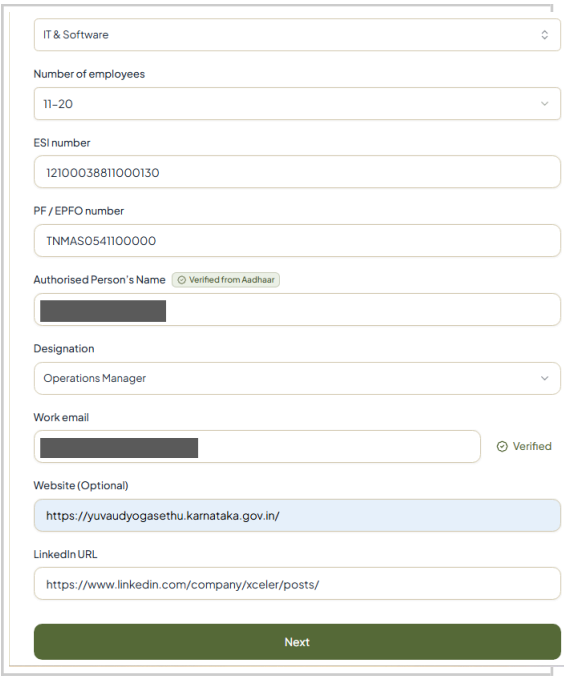

Figure 9 – Contact and statutory details (name, email masked)

STEP 8 Upload documents (Wizard Step 3 of 4)

1. **Company PAN card * (mandatory):** upload a PDF, JPG or PNG up to 5 MB. Status shows "Under review".
2. Use the eye icon to view or the bin icon to remove. **Add document** is optional for extra files.
3. Click **Next**.

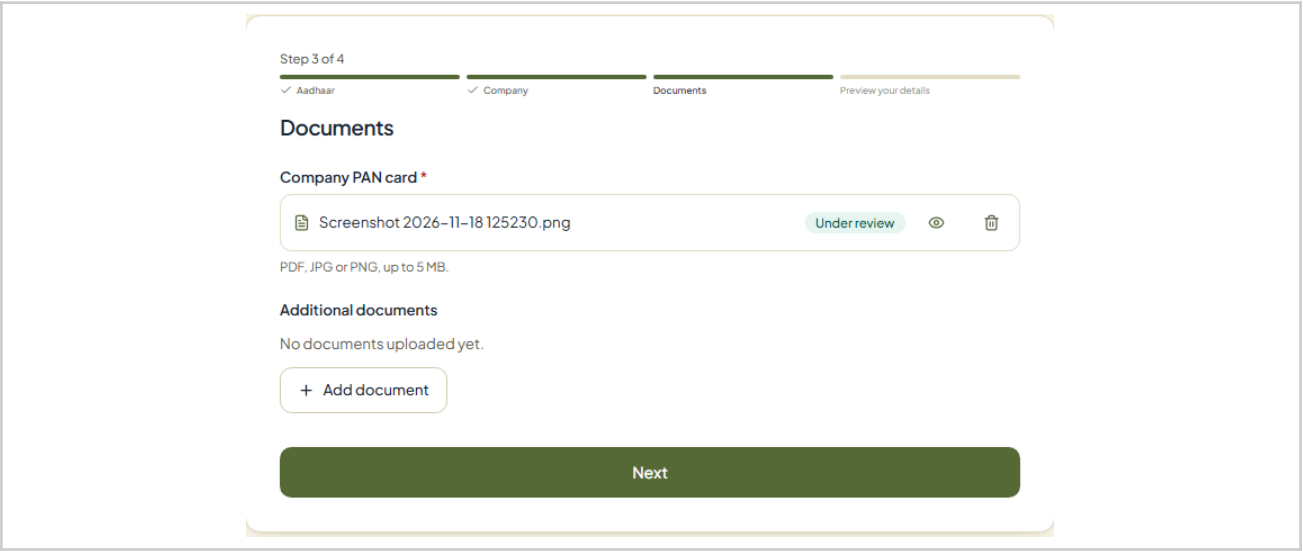

Figure 10 – Company PAN card uploaded

STEP 9 Preview and submit (Wizard Step 4 of 4)

1. Review the **Company** and **Documents** sections.
2. Click **Edit** beside a section to correct anything.
3. Tick the **declaration** that you are authorised to register the organisation and the details are true.
4. Click **Submit**.

> **Important:** False or misleading information can lead to rejection, suspension or deactivation of the account.

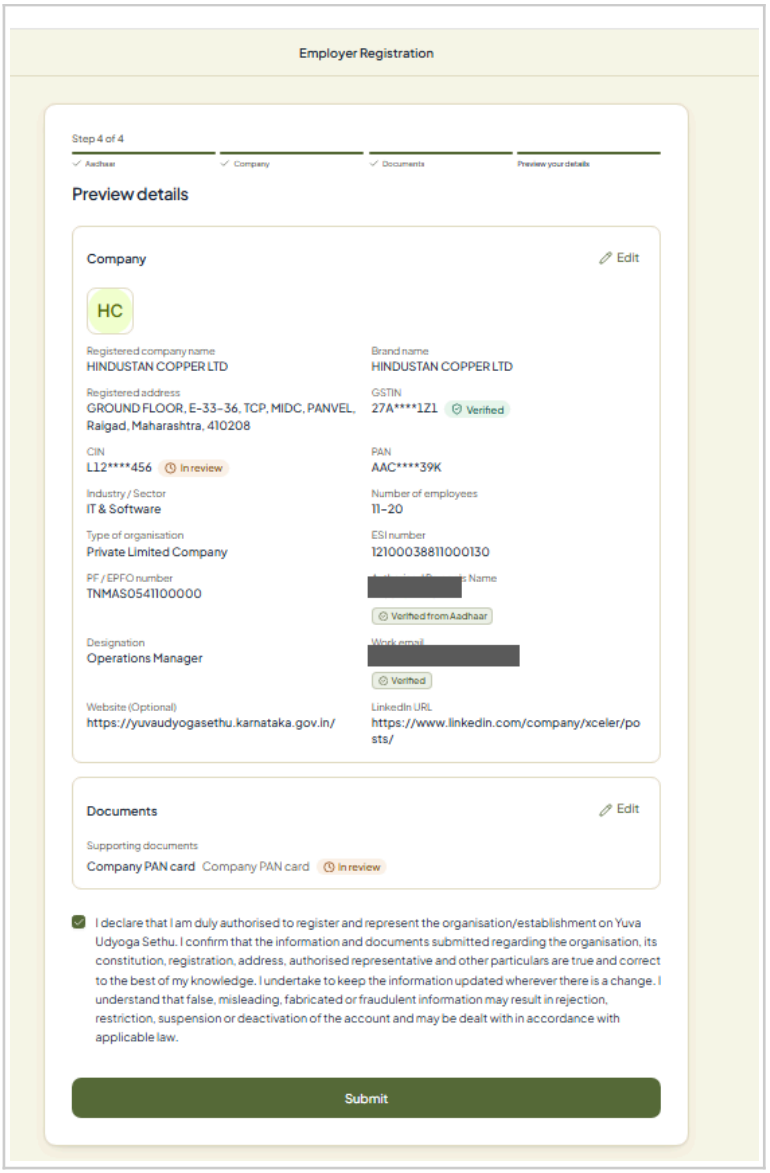

Figure 11 – Preview details (masked)

Part C – Your Employer Profile

STEP 10 Land on the Employer Console

After submitting, you reach the Employer Console profile with a unique Organisation ID (format YUSExxxxxxxx) and a "Verified" badge.

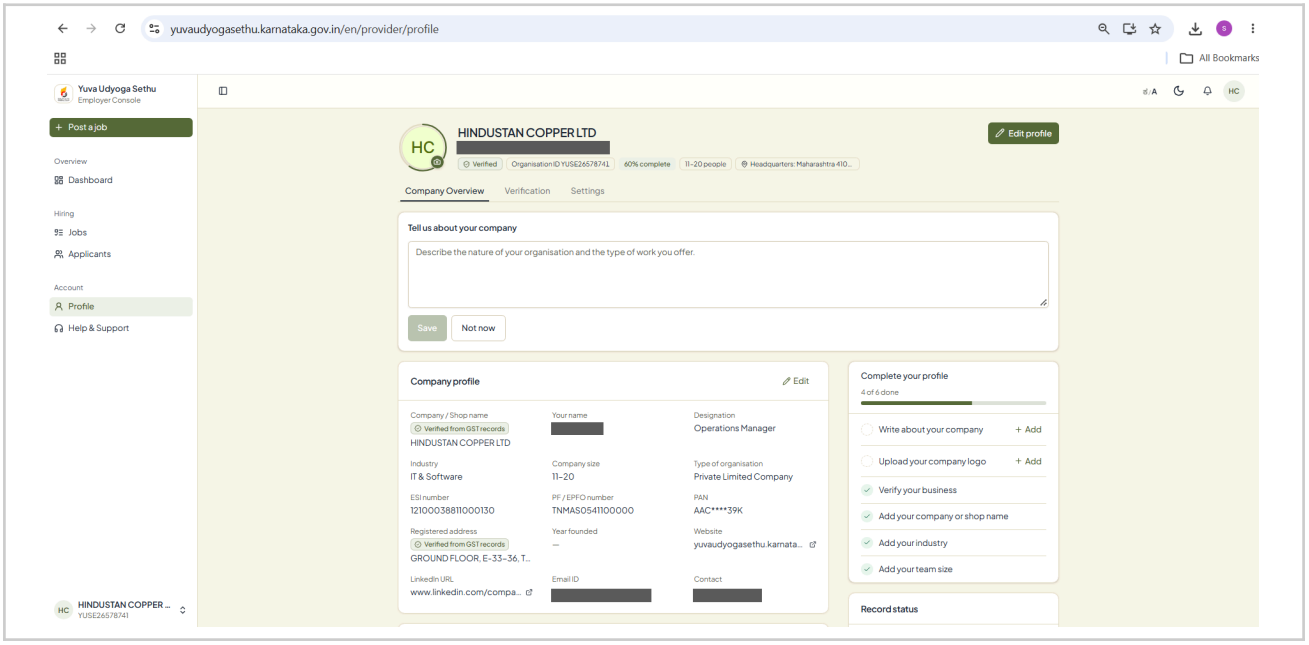

Figure 12 – Employer Console: Company profile (personal details masked)

Area	What it does
Post a job	Green button (top left) to publish a vacancy.
Sidebar	Dashboard, Jobs and Applicants (Hiring), Profile, Help & Support.
Header badges	Verified, Organisation ID, profile % complete, team size, headquarters.
Tabs	Company Overview, User management, Verification, Settings.

Complete your profile

- **Tell us about your company:** describe your organisation and the work you offer, then click Save.
- **Upload your company logo:** click the camera icon on the profile picture.
- Finish the "Complete your profile" checklist (for example 4 of 6 done).

Part D – User Management (Add Team Members)

Add colleagues who can log in to post and manage jobs for your organisation.

STEP 11 Open the User management tab

1. In the Employer Console, open **Profile** and click the **User management** tab (between Company Overview and Verification).
2. If there are no team members yet, you see "No team members yet". Click **Add user** (top right or the green button).

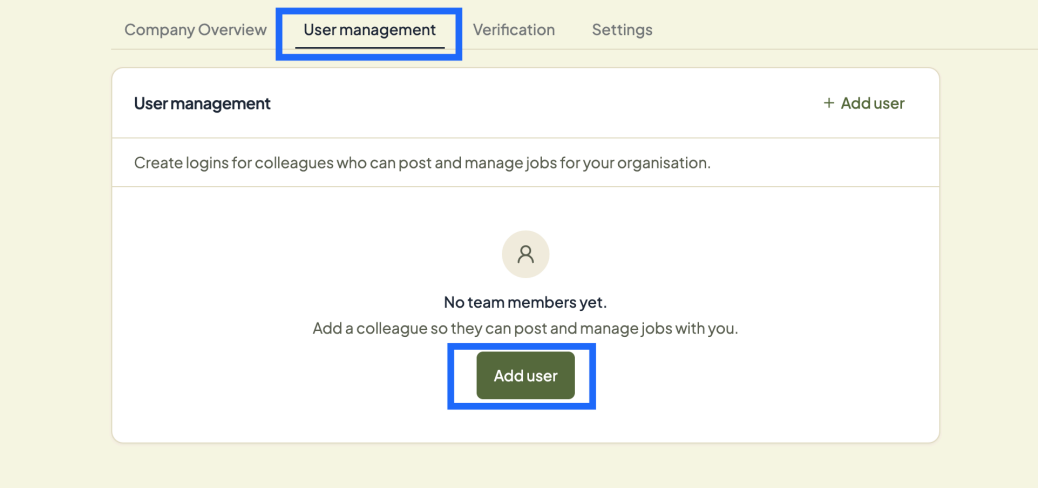

Figure 13 – User management tab and Add user button

STEP 12 Create the user

1. In the **Add user** panel, enter the colleague's **Full name**, **Email** and **Phone (10 digits)**.
2. **Designation:** optional – select from the list.
3. **Set password** and **Confirm password**: at least 8 characters (up to 128), one letter, one number, no spaces. The checklist below the field ticks as you meet each rule.
4. Click **Create user** (or **Cancel**).
5. Share the email and password with your colleague. They sign in at **Employer login → Email** (not phone OTP).

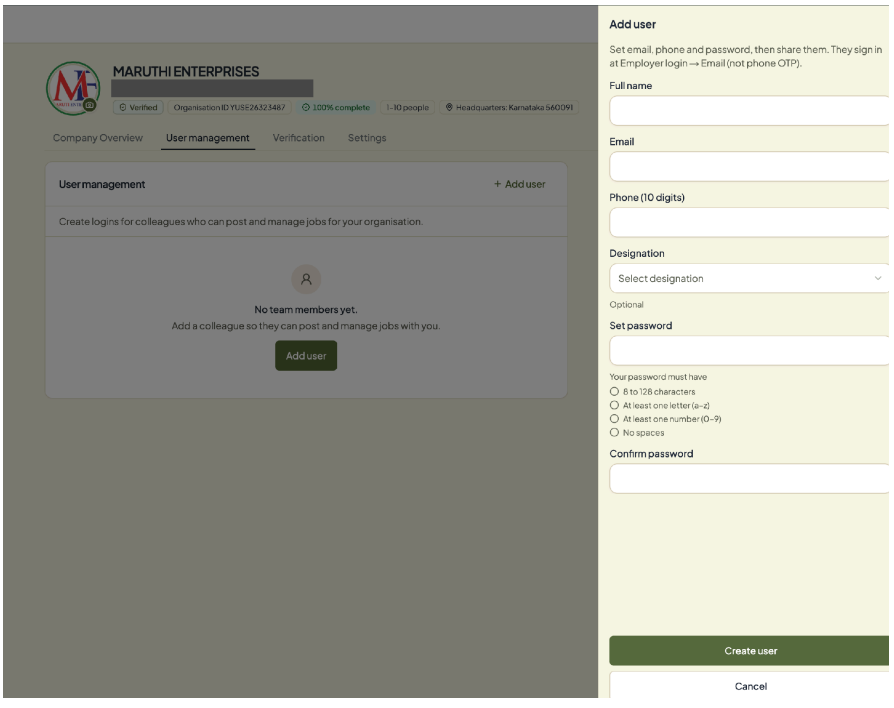

Figure 14 – Add user panel