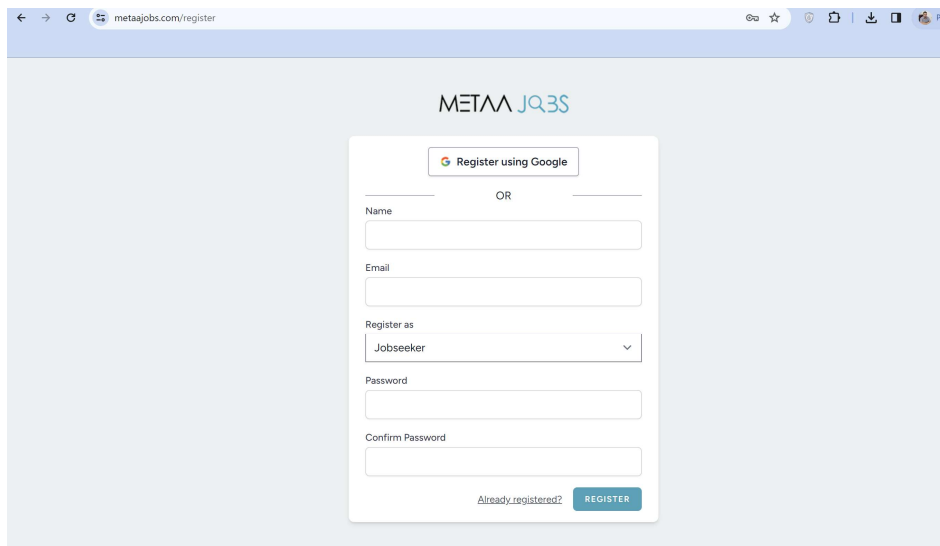
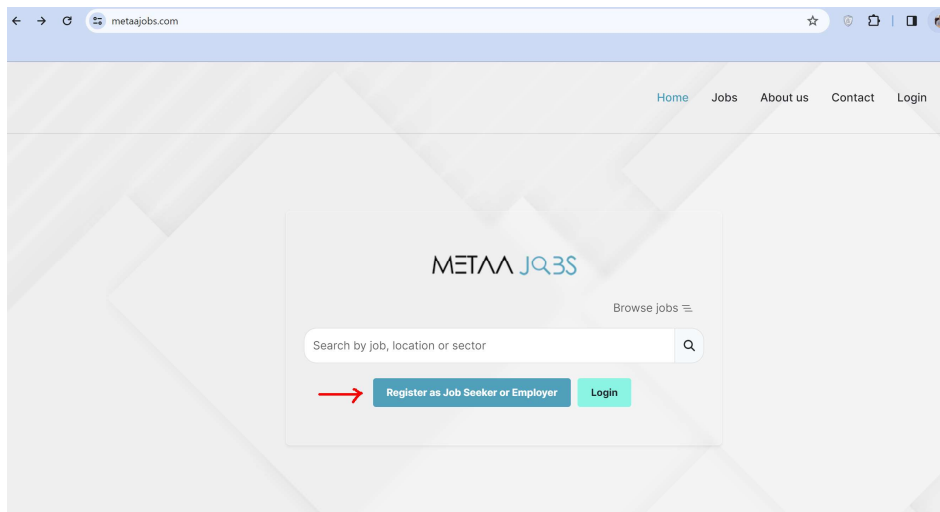


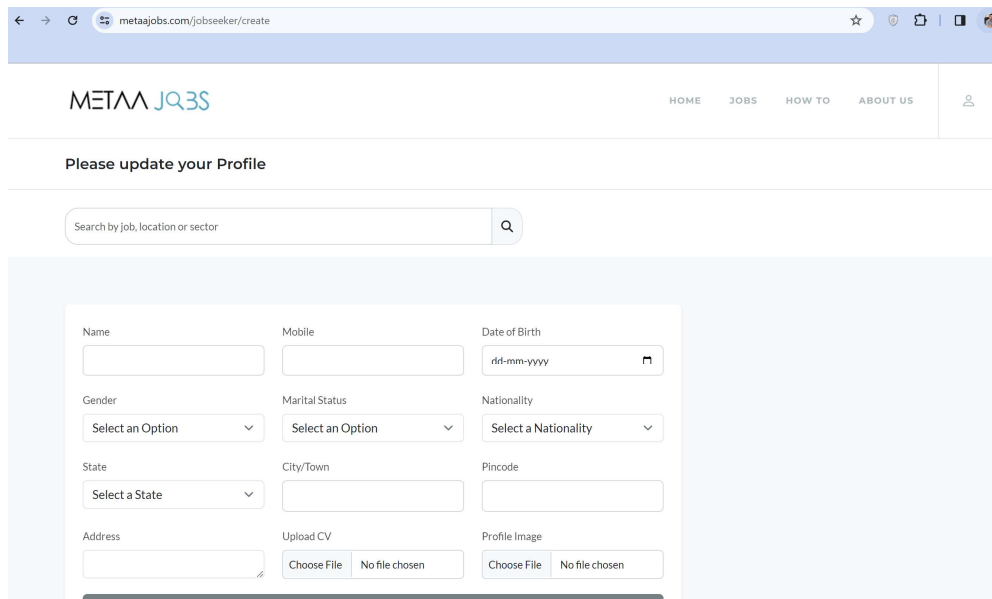
## How to use the web portal

### For **JOB SEEKERS**

1. Visit [www.metaajobs.com](http://www.metaajobs.com) and register as a Job Seeker



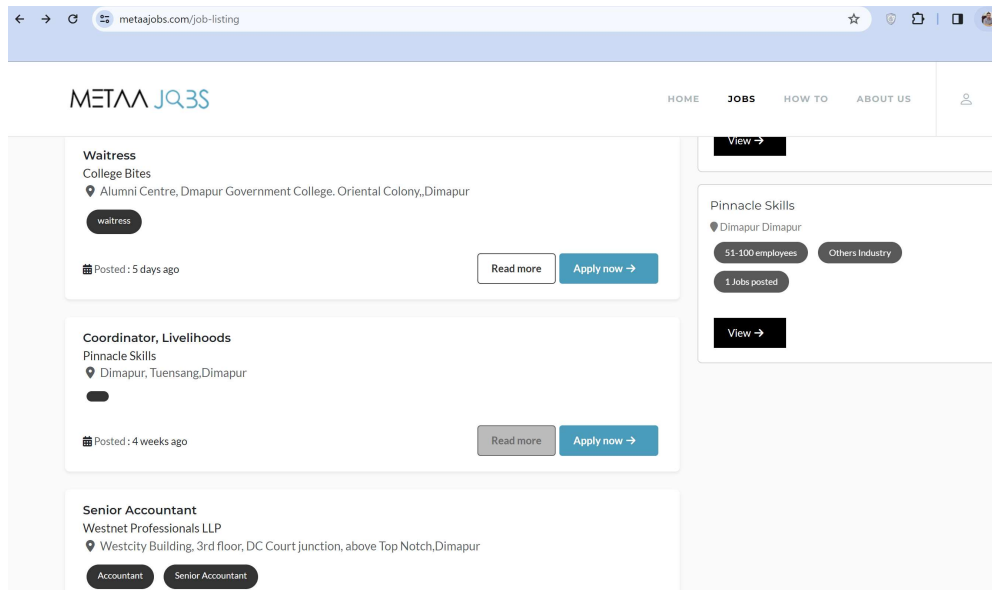
## 2. Update your profile



The screenshot shows the 'Please update your Profile' page on metaajobs.com. The browser address bar displays 'metaajobs.com/jobseeker/create'. The page features the MetaJobs logo and navigation links for HOME, JOBS, HOW TO, and ABOUT US. A search bar is located at the top, with the placeholder text 'Search by job, location or sector'. Below the search bar is a form with the following fields:

- Name: Text input field.
- Mobile: Text input field.
- Date of Birth: Text input field with a calendar icon and a placeholder 'dd-mm-yyyy'.
- Gender: Dropdown menu with 'Select an Option'.
- Marital Status: Dropdown menu with 'Select an Option'.
- Nationality: Dropdown menu with 'Select a Nationality'.
- State: Dropdown menu with 'Select a State'.
- City/Town: Text input field.
- Pincode: Text input field.
- Address: Text input field with a small icon for address editing.
- Upload CV: Two buttons: 'Choose File' and 'No file chosen'.
- Profile Image: Two buttons: 'Choose File' and 'No file chosen'.

## 3. Once you have updated your profile you can apply for jobs.

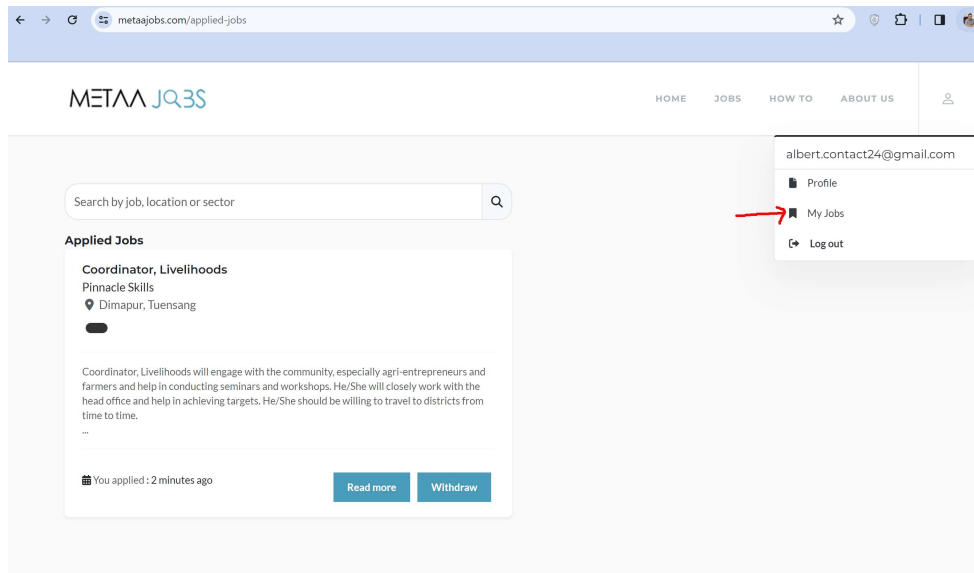


The screenshot shows the 'metaajobs.com/job-listing' page. The browser address bar displays 'metaajobs.com/job-listing'. The page features the MetaJobs logo and navigation links for HOME, JOBS, HOW TO, and ABOUT US. The main content area displays three job listings:

- Waitress**  
College Bites  
Alumni Centre, Dmapur Government College, Oriental Colony, Dimapur  
waitress  
Posted: 5 days ago  
Read more | Apply now →
- Coordinator, Livelihoods**  
Pinnacle Skills  
Dimapur, Tuensang, Dimapur  
Posted: 4 weeks ago  
Read more | Apply now →
- Senior Accountant**  
Westnet Professionals LLP  
Westcity Building, 3rd floor, DC Court junction, above Top Notch, Dimapur  
Accountant | Senior Accountant

On the right side, there is a 'Pinnacle Skills' section with a 'View →' button. It lists 'Dimapur Dimapur' and includes statistics: '51-100 employees', 'Others Industry', and '1 Jobs posted'.

4. You can go to 'Jobs' and view the jobs you have applied.



5. If your application is approved, you will be contacted by the employer to schedule interview.
6. If your interview is successful, you will be contacted by the employer to complete formalities and paperwork.