Government of Nepal

Ministry of Labour, Employment and Social Security

Department of Foreign Employment

(Foreign Employment Recruitment Management System)

USER MANUAL FOR APPLYING ONLINE FOR AUXILIARY WORKER JOB IN ISRAEL

JUNE 27, 2024

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1. Log in

Login URL: https://ferms.dofe.gov.np/israel/login

First, the applicants need to open the URL(ferms.dofe.gov.np) in any web browser, then following screen will be appeared :-

Figure 1: Login

After opening the URL, applicants need to Register before login into the dashboard for Online Apply. For this, Just Click on "**Don't have account yet? Register Here**" or "रेजिस्टर" button before login, you will see the following page

From support, applicant will able to send issue related to software.

Figure 2: Register for Login

- Fill the details as asked in the text box by typing (All the fields are mandatory)
- Then click on "**Register**" button.
- If the form is open, you will get the OTP number via email as given below or message on the mobile.

Insert the **"OTP Number"** for Login into the dashboard.

Go back to **"Login"** section, then insert **"Username"** and **"Password"** to enter the dashboard.

The OTP expire in 5 minutes. So OTP must be submit before 5 minutes.

If the form is not opened, then following message will be displayed and an applicant can't **Register** his/her name for Online Apply.
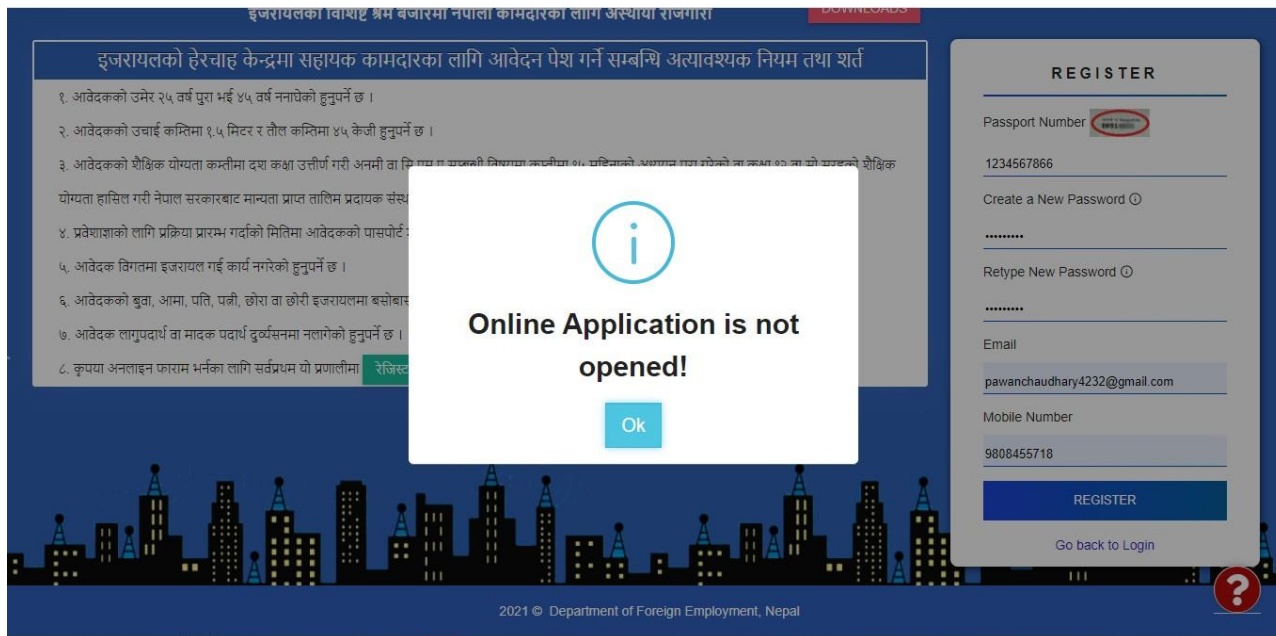
Figure 3: If Online Application is not opened

If the form is closed, then following message will be displayed and an applicant can't Register his/her name for Online Apply.
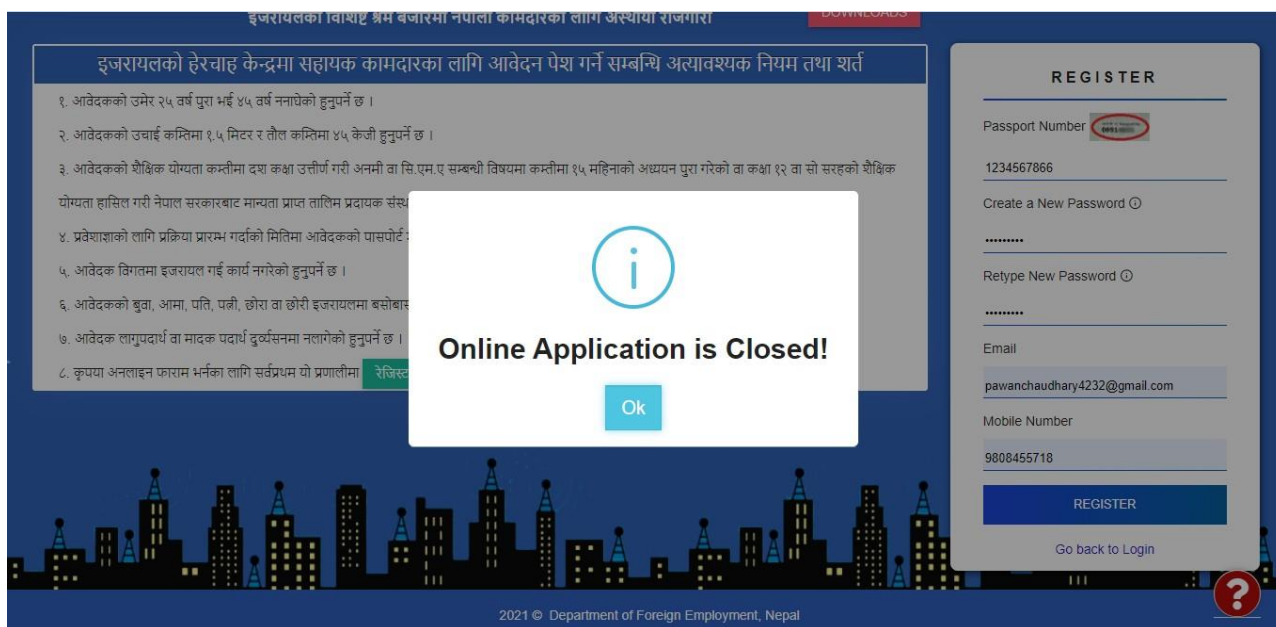
Figure 4: If Online Application is Closed

Note: In case, you enter the **"Username"** but forgot the **"Password"** for the login, then Click Forgot Password? as given below:

- Provide your email address or mobile number that you have saved in the system at the time of registration. Click on "**Submit**" button

- Then, **"OTP Number"** will be sent via email or message,
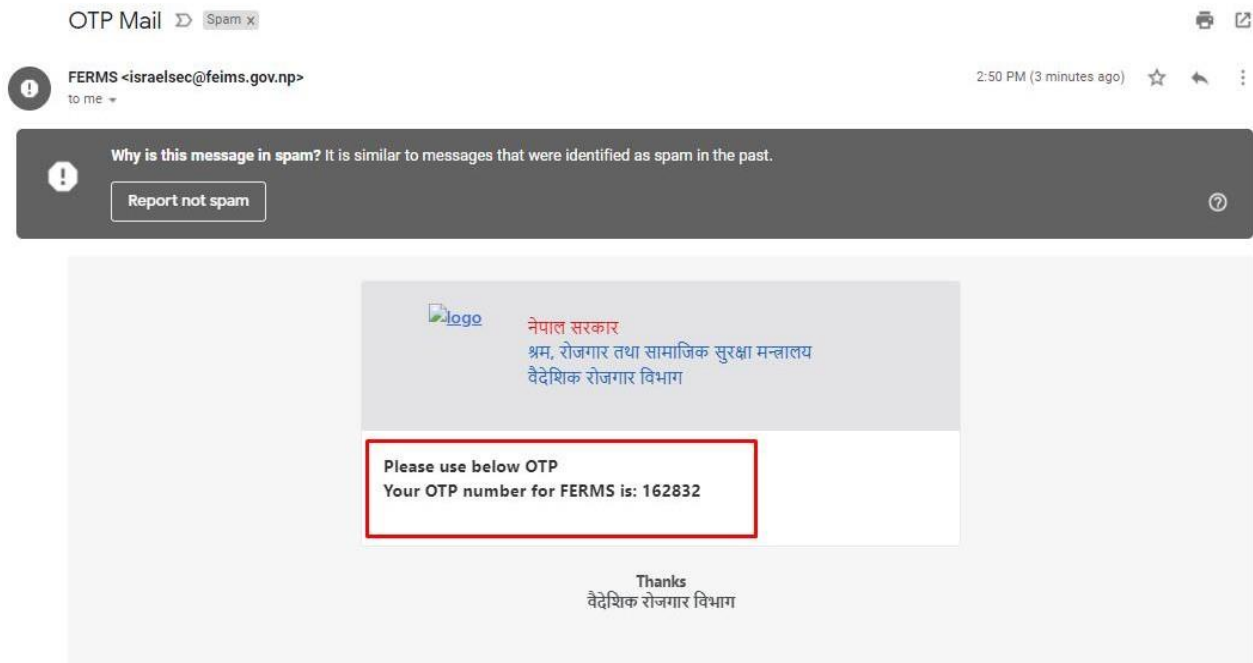
- Insert the **"OTP Number"** and Click on **"Submit"** button, then following screen will be appeared :-

.
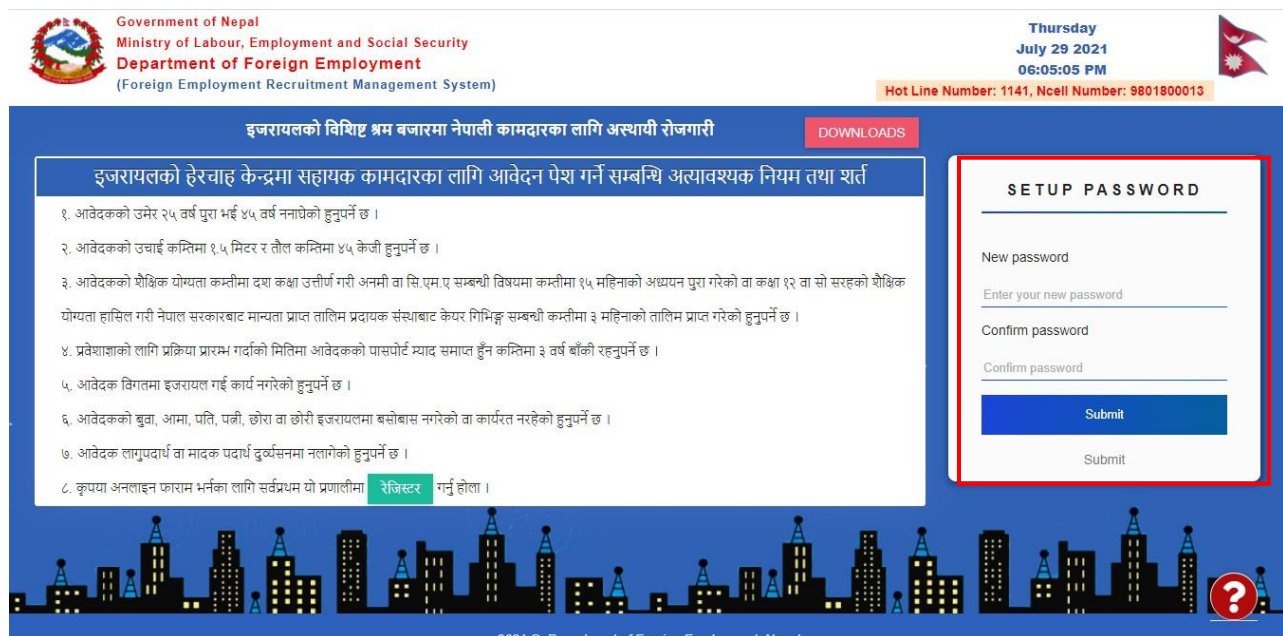
Figure 2: Setup New Password

Provide new password and confirm password as shown above and then Click Submit button. After successful, the password shall be changed.

After completion, insert **a "New Password"** for login to the dashboard.

2. Dashboard

Figure 3: Dashboard

After entering the dashboard, you have to first upload documents for the Foundation English Test, Police Report and Self-Declaration.

Foundation English Test

Foundation English test

Select the score type from the dropdown menu then choose the appropriate document from your computer and then click Submit to save the document.

Police Report

Police Report

Choose the appropriate document from your computer and then click Submit to save the document.

Self-Declaration

Self-Declaration

Choose the appropriate document from your computer and then click Submit to save the document. You can download the format for each document by clicking the "Click here to download" button.

To start filling the rest of the form, Click **"Go to Apply Online Application"** section, you willsee the following page
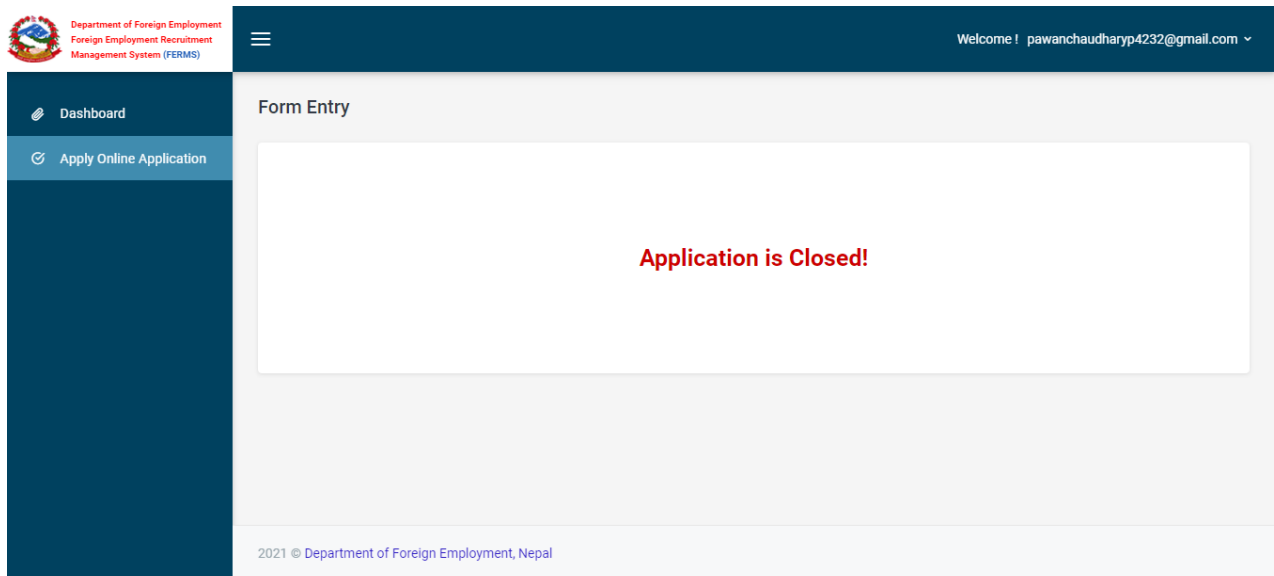
For the logged user who registered his/her name only within valid date time but not apply, if form is closed, then message "Online application is closed!" will be shown as above. Otherwise below page will be shown.

Figure 4: Entry Form

- Select proper values under **Job Application**
- Insert your passport number and date of birth and click Search button

After matching the provided passport number and date of birth, the following information is automatically fetched from the system of Department of Passport. In the case of not matched, an error message "Record not found! is displayed on the screen.

2.1 Personal Details:

- Fill the remaining personal details as asked in text box

Figure 5: Personal Details

An applicant's minimum weight should be 45 kg, if your weight is under 45 kg then you will not be qualified for the job.

Similarly, an applicant's minimum height should be 1.5 meter, if your height is under 1.5 meter then you will not be qualified for the job.

After filling the details, Click Next button. Following screen will be appeared: -

2.2 Educational Details:

Select University/Board Name, Qualification details with Name and Pass year. Also upload the transcript and certificate into a pdf file and then click Save button.

Figure 6: Educational Details

After filling the details, Click Next button.

2.3 Training Details:

Figure 7: Training Details

Note: After filling the box related to the training, an applicant is required to **"Save"** the information first before clicking on **"Next"** button. But if applicant taken **"SLC"** and **"ANM OR CMA"** in education details then he/she does not need to save training detail to go to next tab.

- An applicant must have minimum 3 months of training from an institute recognized by Government of Nepal.

After filling the details, Click Next button.

2.4 Documents Upload:

An applicants can upload documents like Passport size photo, Citizenship front and back and Passport main and last page.

Figure 8: Documents Upload

After filling the details, Click Next button.

2.5 Preview:

An applicant can view the information and documents uploaded in the dashboard where he/she can edit the uploaded information before application submission.

Weight(kg):54.00

Height (meter):2.0

National ID:

PAN:

Marrital Status:Single

Mother Full Name:Meena Maharjan

Father Full Name:Sanu Maharjan

GrandFather Full Name:Gazendra Maharjan

GrandMother Full Name:Maya Maharjan

Permanent Address

Edit

Provience: बागमती प्रदेश   District: ललितपुर

Municipality: महालक्ष्मी नगरपालिका

Ward Number:5

Present Address

Edit

Provience: बागमती प्रदेश   District: ललितपुर

Municipality: महालक्ष्मी नगरपालिका

Ward:5

Education Details

Edit

NEB/HSEB/NSB

शैक्षिक उपाधि :+२/पि.सि.एल

शैक्षिक उपाधि विवरण :युनाइटेड एकेडेमी

पास गरेको साल :2076

Training Details

Edit

Care giving training

Trainer Name:Naukri Nepal Recruitment Service

अवधि (देखि) :2078-01-01

अवधि (सम्म) :2078-04-01
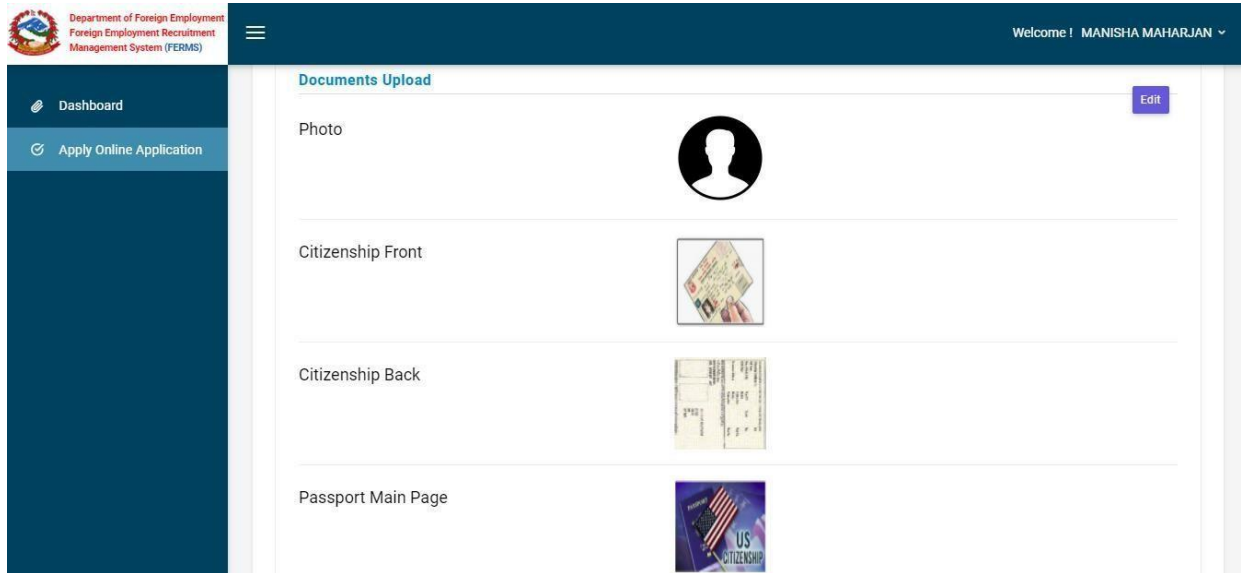
To edit any information, just click Edit button of the related topic.
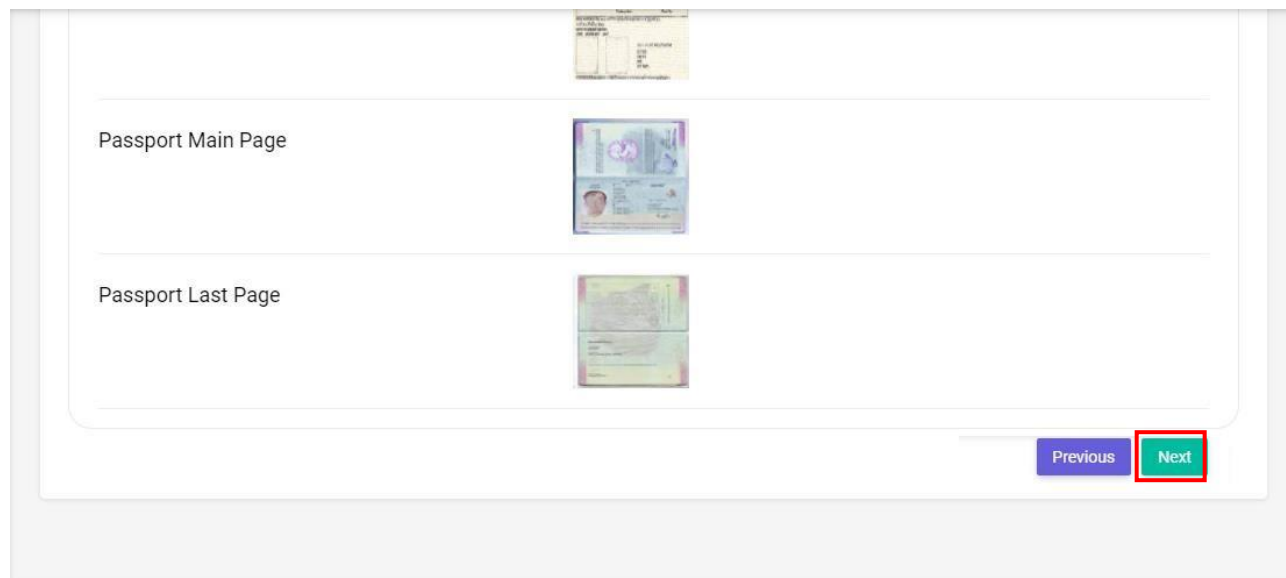
After checking the details, if everything is Ok, then Click Next button, otherwise click Previous or Edit button as required. After clicking Next button, following screen will be appeared: -

2.6 Apply: Just declare by selecting the option "स्वीकार छ". Provide the correct captcha and click Submit button

Figure 9: Apply for Assistant Worker Job

3. Download and Print the Submitted details:

After successful submission, you will see the following page where you can Download and Print the application as per the requirement.

Figure 10: Details of Submitted Form

4. Logout

After the completion of the work, click on the Logout button by clicking Welcome!.. at the top right side of the site.

Figure 11: Logout

5. Application Status Check

Fig 15: Application Status Check

After Submission of Application successfully, the applicant can check his/her application status by going to their Dashboard. The status message is shown at the top right corner. The status message: "Re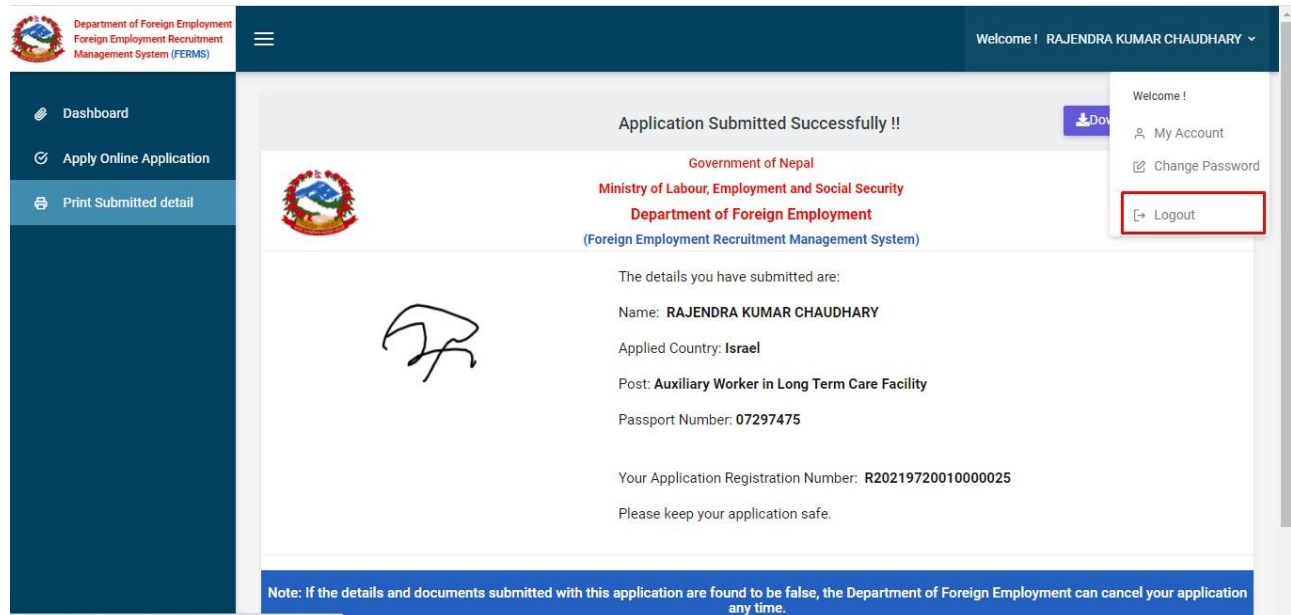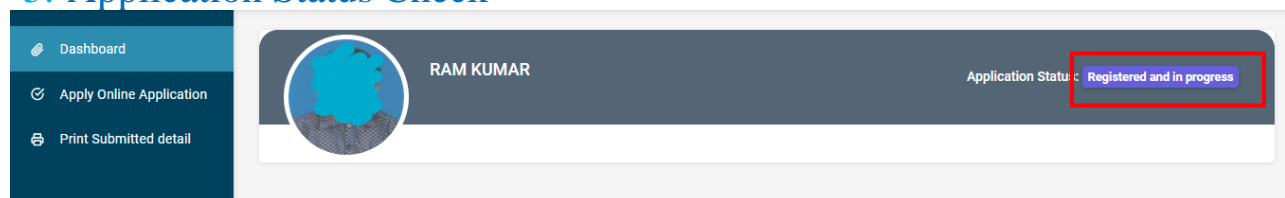gistered and in progress" if the application is in process, "Accepted" if the application is accepted and "Rejected" if the application is cancelled.

Note: *While filling the form, provide correct information and upload the correct document what asked in the related section; otherwise, Department of Foreign Employment (DoFE) shall cancel your application at any time if found wrong information or fake/incorrect document. So, kindly verify again-again before submitting the form online.*

Thanks & Best wishes!

>> End <<