



नेपाल सरकार

श्रम, रोजगार तथा सामाजिक सुरक्षा मन्त्रालय
वैदेशिक रोजगार विभाग
बुद्धनगर, काठमाण्डौ

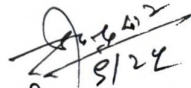
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फोन नं. ४७८२६४८
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Email info@dofe.gov.np

प.सं.

च.नं.

वैदेशिक रोजगार सूचना व्यवस्थापन प्रणाली (FEIMS) मा आफ्नो युजर प्रोफाइल बनाउने सम्बन्धी सूचना
प्रकाशित मिति: २०७८/०९/२५

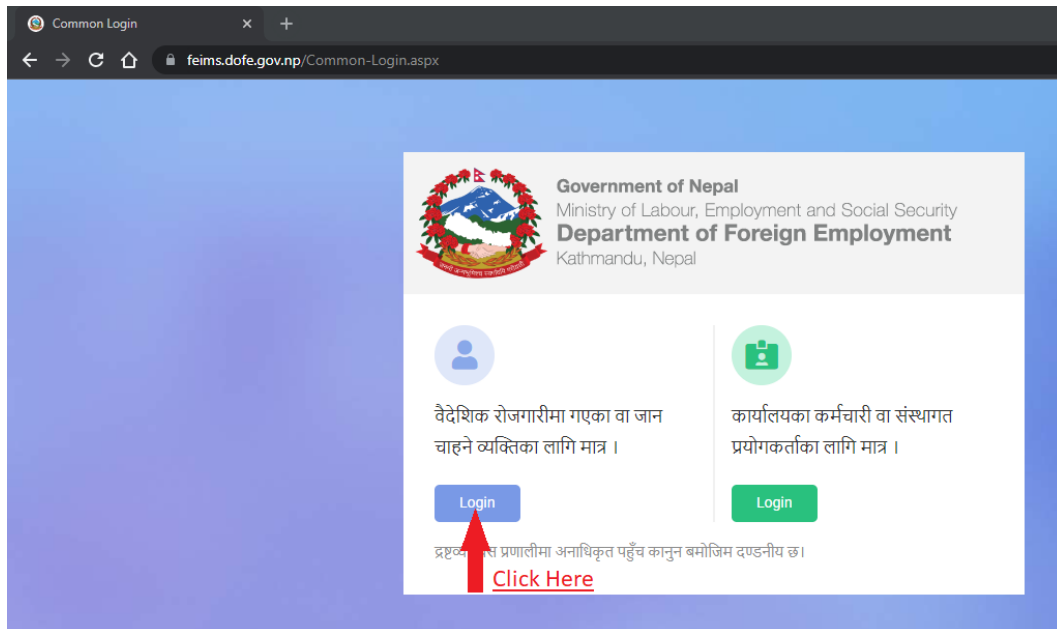
इजरायलका दीर्घकालिन स्याहार केन्द्रका लागि सम्झौता गरेका सबै नेपाली सहायक कामदारहरुले वैदेशिक श्रम स्वीकृतिका लागि वैदेशिक रोजगार सूचना व्यवस्थापन प्रणाली (FEIMS, URL: <https://feims.dofe.gov.np>) मा संलग्न म्यानुअल बमोजिम आफ्नो युजर प्रोफाइल यथाशिघ्र बनाउन हुन सम्बन्धित सबैको जानकारीका लागि यो सूचना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


९/२५
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:

A screenshot of the 'Passport Number (राहदानी नम्बर) *' field on the FEIMS portal. The field contains the text '1231' followed by a red arrow pointing to it. Below the field, there are two buttons: a red 'Back' button and a blue 'Next' button. A red arrow points to the 'Next' button, and a red text '2. Then click 'Next'' is placed next to it. Above the 'Next' button, there is a red text '1. Enter your latest passport number' with a red arrow pointing to the input field. At the bottom, there is a link 'Guideline For Re-Entry Process' and a note in Nepali: 'द्रष्टव्य : यस प्रणालीमा अनाधिकृत पहुँच कानुन बमोजिम दण्डनीय छ ।' (Note: Unauthorized access to this system is punishable by law).

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

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

Passport Number (राहदानी नम्बर) : 1231

Date Of Birth (जन्म मिति) *

199

← Back 1. Enter your date of birth in AD Next →

[Guideline For Re-Entry Process](#) 2. Then click 'Next'

द्रष्टव्य : यस प्रणालीमा अनाधिकृत पहुँच कानुन बमोजिम दण्डनीय छ।

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:

Your account has not been created. If you want to create click register?

CANCEL REGISTER Click the 'REGISTER' button

Passport Number (राहदानी नम्बर) : 1231

Date Of Birth (जन्म मिति) *

199

← Back Next →

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 *

28405

[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.



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

श्रम स्वीकृतिको प्रकृया अगाडी बढाउनका लागि अनिवार्य रुपमा आफ्नो राहदानी नम्बर प्रविष्ट गर्नु होला । (पुरानो राहदानी नम्बरका आधारमा श्रम स्वीकृति जारी भए पनि हाल नयाँ राहदानी लिएको भए नयाँ राहदानी नम्बर नै प्रविष्ट गर्नु होला।)

Passport Number (राहदानी नम्बर) *

← Back

1. Enter your latest passport number

Next →

[Guideline For Re-Entry Process](#)

द्रष्टव्य : यस प्रणालीमा अनाधिकृत पहुँच कानुन बमोजिम दण्डनीय छ।

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.



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

Passport Number (राहदानी नम्बर) : 1231

Password (पासवर्ड) *

← Back

1. Enter the password that was sent to you in your Email (also check inside spam)

[Forgot Password?](#)

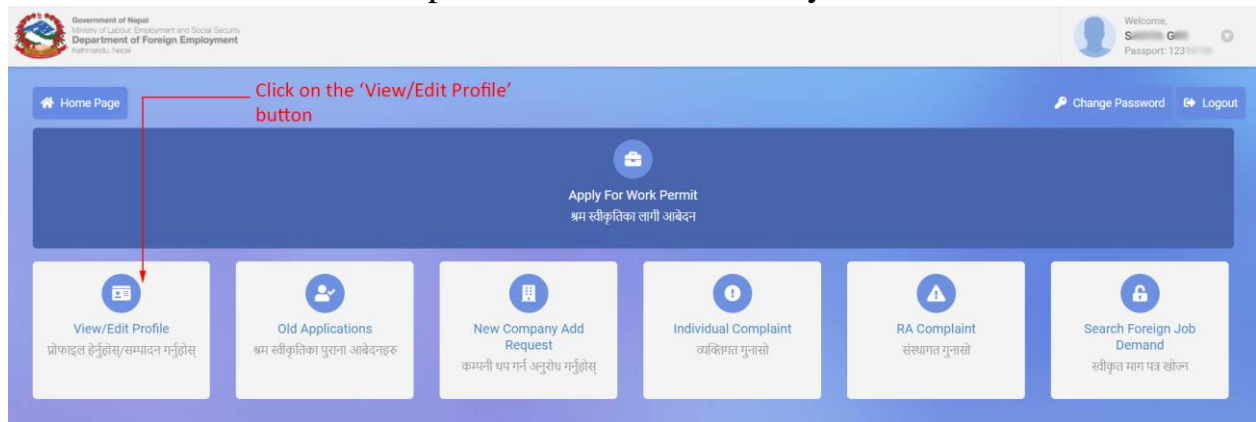
Sign In

2. Click 'Sign In'

[Guideline For Re-Entry Process](#)

द्रष्टव्य : यस प्रणालीमा अनाधिकृत पहुँच कानुन बमोजिम दण्डनीय छ।

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.

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

Individual Basic Info

* Fields Are Mandatory (देहायका विवरण भर्नुहोस्)

Basic Info

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth *	Age	Gender
<input type="text"/>	<input type="text"/>	<input type="radio"/> Male <input checked="" type="radio"/> Female
Marital Status *	Religion	Upload Profile Image(jpg,png,jpeg)*
<input type="text"/>	<input type="text"/>	<input type="button" value="Upload"/>

Permanent Address Info

Country *	Region	Zone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Citizenship No *	Issued District *	
<input type="text"/>	<input type="text"/>	

Passport Info

Passport No *	Issued Date *
<input type="text"/>	<input type="text"/>

Click ‘Next’ →

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).

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

Bank Information

* Fields Are Mandatory (देहायका विवरण भर्नुहोला)

Bank Account Info

Bank Name *
Account No. *
Account Holder Name *

Relation
Self

Upload Bank Account Image(jpg,png,jpeg)*
Upload

Upload image to verify existence of mentioned account holder name and account number. e.g. Scan of cheque book.

Click 'Next' → NEXT →

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.

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

Family Information

* Fields Are Mandatory (देहायका विवरण भर्नुहोला)

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

Family Info

Father Name *
Mother Name *

Spouse Name
No Of Children
Spouse Age

Emergency Contact Info

Emergency Contact Person *
Contact No *
Country *

Region
Zone
District *

City
Tole
Street

State
House No

Click 'Next' → NEXT →

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
5 ft 5 inch
Weight (In KG)
55
Special Skill
Enter Special Skill
* If multiple separate with ;
Experience
Enter Experience
Known Languages
Enter Language
* If multiple separate with ;
Any Physical Mark
If yes please mention

← 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 *
Caregiving
Institution
Enter Training Institute Name
Address
Enter Address
Start Date
Select Start Date
End Date
Select End Date
Duration(In days)
Duration in Days

Training Documents
Add Document → Upload training document
X 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.

The screenshot shows the 'Academic Info' page with a navigation bar at the top containing links: Basic Info / Bank Account Info / Family Info / Personal Info / Training Info / Academic Info. Below the navigation bar, the page title is 'Academic Information' with a note '* Fields Are Mandatory (दिहायका विवरण भर्नुहोला)'. There are two buttons: 'ADD' (blue) and 'BACK' (red). A red arrow points to the 'ADD' button with the text 'Click 'ADD''. Below the buttons is the 'Academic Information' form. The form has a title 'Academic Information' and a note '* Fields Are Mandatory (दिहायका विवरण भर्नुहोला)'. It contains several input fields: 'Qualification *', 'Institution Name', 'Institution Address', 'Start Date', 'End Date', 'Duration(In Year)', 'Academic Year', and 'Rank'. Below these fields is a section titled 'Academic Documents' with an 'Add Document' button. A red arrow points to the 'Add Document' button with the text 'Upload academic document'. At the bottom of the form is a 'REMOVE' button. Below the form are 'ADD' (blue) and 'BACK' (red) buttons. A red arrow points to the 'SAVE' button (blue) with the text 'Click 'Save''.

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.

The screenshot shows the 'Change Password' page. At the top, there is a header with the Government of Nepal logo and the text 'Government of Nepal, Ministry of Labour, Employment and Social Security, Department of Foreign Employment, Kathmandu, Nepal'. On the right, there is a user profile section with 'Welcome, S. G.', 'Passport: 123', and a 'Logout' button. Below the header is a navigation bar with 'Home Page' and 'Change Password' (highlighted). The 'Change Password' section has a title 'Change Password' and a note 'Click Here' with a red arrow pointing to the 'Change Password' button. Below the title are three input fields: 'Old Password *', 'New Password *', and 'Retype Password *'. At the bottom is a 'SUBMIT' button (blue).

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