



**HIMACHAL PRADESH
LABOUR AND EMPLOYMENT DEPARTMENT**

USER MANUAL BOOKLET FOR APPLICANTS



**NATIONAL INFORMATICS CENTRE
HIMACHAL PRADESH STATE CENTRE SHIMLA**

E-mail: sio-hp@nic.in



Table of Contents

1. Guidelines for Registration / Renewal	2
2. Applicants who are registering for the first time on the eEMIS Portal	2
2.1 Checklist of documents for online paperless registration:	2
3. Online Registration.....	3
3.1 User Signup.....	3
3.1.1 Mobile /Email Activation	5
4. Forgot Password.....	6
5. Applicant Dashboard.....	8
5.1 Apply Registration	9
5.1.1 Personal Details.....	9
5.1.2 Contact Details.....	10
5.1.3 Education Details.....	11
5.1.4 Miscellaneous Details	13
5.1.5 Employment Details.....	14
5.1.6 Sub-Category Details	14
5.1.7 Physically Handicapped Details.....	16
5.1.8 Ex-servicemen Details.....	18
5.1.9 NCO Details.....	19
5.1.10 Final submission	19
5.2 Approval /Rejection of an application	20
5.3 Already Registered.....	22
6. User Requests	24
6.1 Add / Update Bank Details.....	24
6.2 Transfer Applicant	25
7. Allowances.....	28
7.1 Skill Development Allowance.....	28
7.2 UnEmployment Allowance.....	31
7.3 ISDA Allowance	33
8. Renewal of Registration	35
9. Application Fee	36

1. Guidelines for Registration / Renewal

The Department of Labour & Employment, Government of Himachal Pradesh, through the network of Employment Exchanges of the state, registers the youth of the State in Employment Exchanges, for providing job assistance to the unemployed youth by way of:

- Sponsoring names of suitable/eligible applicants to the employers as per their requirements against vacancies notified to the Employment Exchanges.
 - Organizing campus interviews at Employment Exchange Level.
 - Organizing job fairs at District Level/different places in the state. The Department also provides following allowances to the eligible Himachali youth of State, under three important Schemes:
 - Skill development allowance, under Skill Development Allowance Scheme, 2013;
 - Unemployment Allowance, under Unemployment Allowance Scheme, 2017; and
 - Industrial skill development allowance, under Industrial Skill Development Allowance Scheme, 2018
- Apart from above, providing guidance/counselling to the youth of the State about career options, available job, skill development opportunities and about various schemes & programmes concerning the youth is also an important activity of the Department. With a view to make the registration process easier in Employment Exchanges for providing employment assistance, for availing benefits of the Schemes mentioned above (for which registration of especially Himachali Youth in Employment Exchanges is one of the eligibility conditions) and for taking the benefits of other programmes of the Department, facility of fully online registration to the youth (above 14 Years of age) of the State is provided by the Department.

2. Applicants who are registering for the first time on the eEMIS Portal

2.1 Checklist of documents for online paperless registration:

- Qualification certificates.

- Himachali Bonafide Certificate /Residence Proof of Area (in the form of Himachali Bonafied Certificate/Certificate of normal Residence issued either by the following officers & officials of the Revenue Department- Patwari, Kanoongo, Naib Tehsildar, SDM, ADM, ADC or DC or by the Block Development Officer for their respective territorial Jurisdiction. In case where either the candidate or his parents is/are employed in a Govt./ Semi Govt./Board Corporation of Govt., a certificate of being normal resident of the area from the Head of Department, Head of Office, Telephone Bill/ Water Bill/ Electricity Bill/Voters Identity Card/Aadhaar Card/Certificate of being regular student in Govt. Educational Institution (School, College, ITI etc.) is also valid document for proof of normal resident. However, those who intend to avail benefits of allowance schemes and apply for the same, Himachali Bonafide certificate is mandatory.)
- Category/Sub-category (if applicable) Certificate.
- Physically Challenged (if applicable) certificate.
- Ex-Servicemen (if applicable) certificate.
- Birth Certificate (School certificates in case of Literate applicants and Aadhaar /Certificate of Birth issued by the competent authority in case of illiterate applicant) for age proof.

3. Online Registration

3.1 User Signup

To access the default webpage, enter the URL <https://eemis.hp.nic.in>, then navigate to the 'Login' menu and select 'Candidate Login' to sign up for new registration.



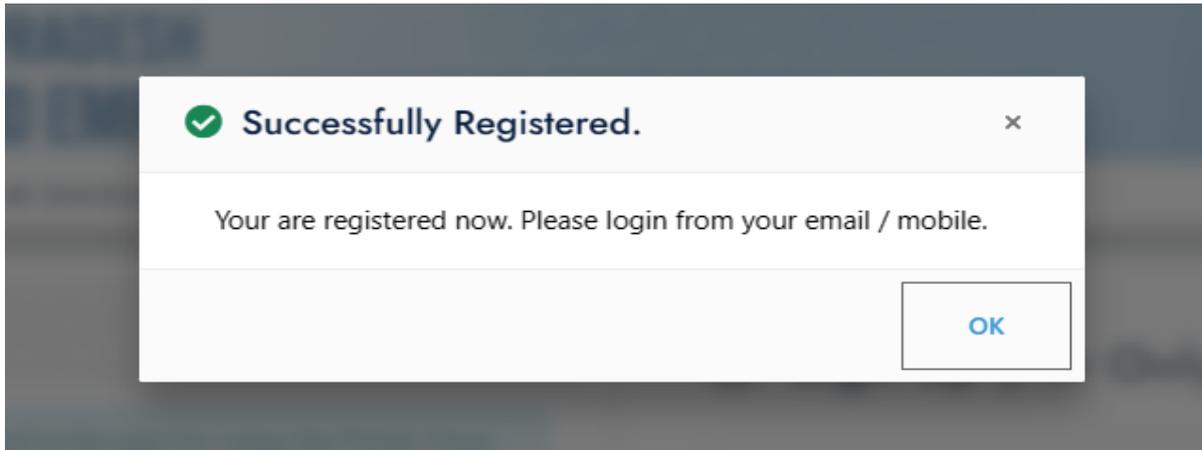
It will navigate to the candidate login page where a first-time user will need to click on the signup button to create a new account, as shown below.

The screenshot shows the 'Candidate Login' page. At the top, there is a navigation bar with 'Home', 'About Us', 'Contact Us', 'Statistical Reports', 'Candidate's Corner', 'CSC Login', and 'Login'. The main content area is split into two columns. The left column contains instructions for first-time users to sign up, with links to view registration and renewal manuals, and a video tutorial. The right column features the 'Candidate Login' form with fields for 'Login ID' and 'Password', a 'Forgot Password?' link, a CAPTCHA field, and a 'Login' button. A 'Sign Up' button is highlighted with a red box, and a message below it says 'New User? Sign Up' and 'Activation link not received? Click here for new link.' A security warning at the bottom states 'Your IP 10.146.2.67 is being monitored for security purpose'.

This directs the user to the signup page, where they can create a new account using their email or mobile number and establish a password. Users must read the password instructions before setting up a password. Afterwards, they need to complete the captcha and click the Signup button.

The screenshot shows the 'Sign Up (For Only Candidates)' page. The navigation bar is identical to the previous page. The main content area is split into two columns. The left column contains 'INSTRUCTIONS' regarding password creation and requirements, including a note for candidates and a list of password rules: at least one letter, one capital letter, one number, one special character, and at least 6 characters. The right column features the 'Sign Up' form with fields for 'Enter Candidate's Mobile No.' (with an 'Available' status), 'OR', 'Enter Candidate's Email Id', 'Password', and 'Confirm Password'. It also includes a CAPTCHA field and a 'Sign Up' button. A security warning at the bottom states 'Your IP 10.146.2.67 is being monitored for security purpose'.

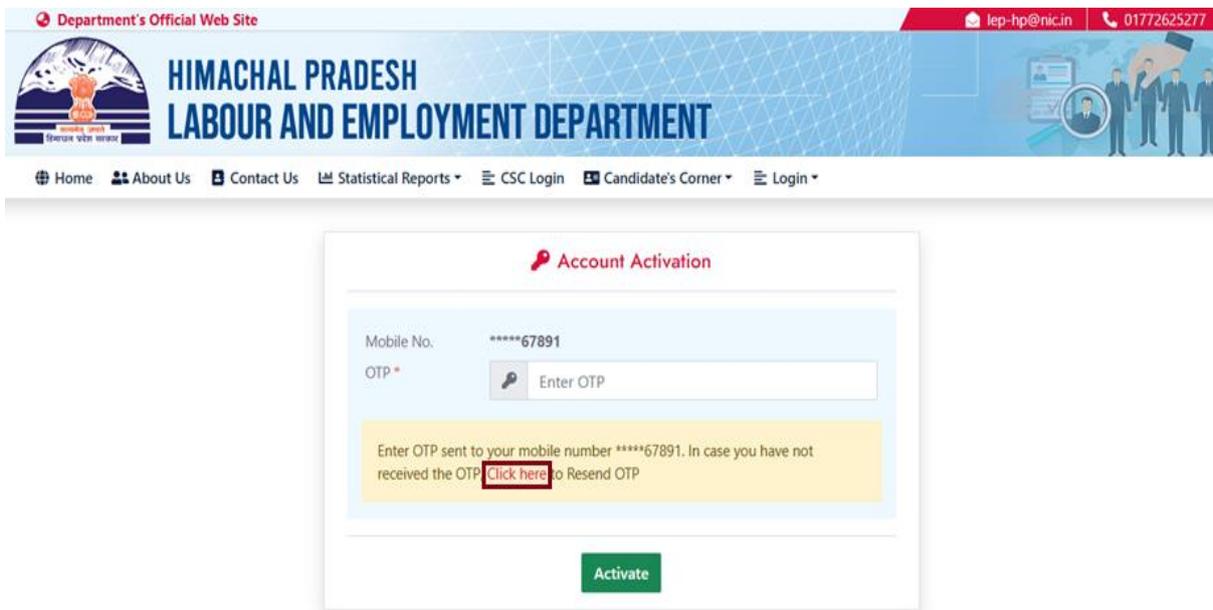
The user will receive a success message.



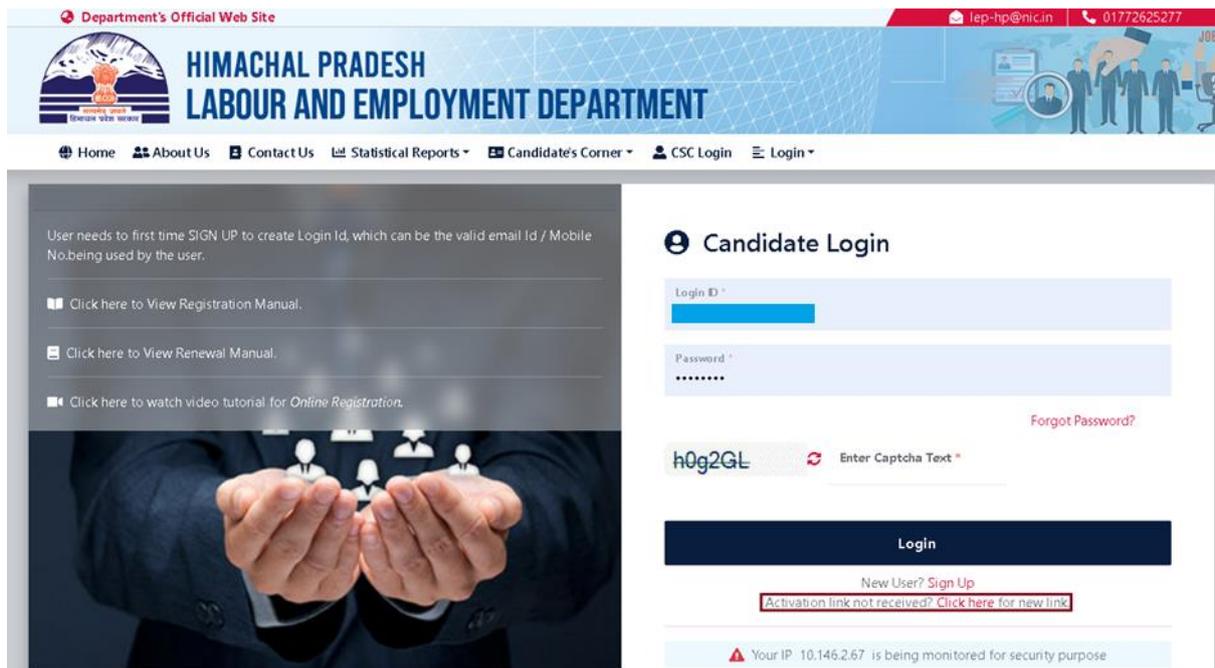
An email verification link or OTP will automatically be sent to the provided email or mobile number by the system. The user must then log in with their prefilled credentials and click on 'login'.

3.1.1 Mobile /Email Activation

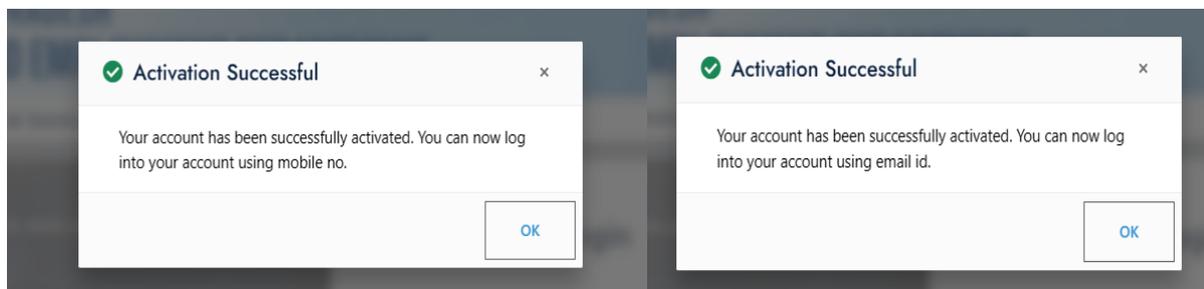
This action redirects the user to the OTP verification page, where they can activate their account by entering the OTP sent to their mobile phone. If the user has registered using an email, they can activate their account by clicking the verification link sent to their email. Should the OTP not be received, the user has the option to resend the OTP.



Likewise, if the verification link is not received via email, the user can resend it as demonstrated below.



In both scenarios, a successful activation message will be displayed. Once the account is activated successful user can login with the credentials.



4. Forgot Password

Should a candidate forget their password, they have the option to reset it by selecting the "Forgot Password?" link. However, this option is not available if the candidate's account has not been activated.

Department's Official Web Site | lep-hp@nic.in | 01772625277

**HIMACHAL PRADESH
LABOUR AND EMPLOYMENT DEPARTMENT**

Home | About Us | Contact Us | Statistical Reports | CSC Login | Candidate's Corner | Login

User needs to first time SIGN UP to create Login Id, which can be the valid email Id / Mobile No. being used by the user.

- Click here to View Registration Manual.
- Click here to View Renewal Manual.
- Click here to watch video tutorial for Online Registration.



Candidate Login

Login ID *

Password *

[Forgot Password?](#)

e0b4uw Enter Captcha Text *

Login

New User? Sign Up
Activation link not received? [Click here](#) for new link.

Your IP 10.146.2.89 is being monitored for security purpose

Clicking the "Forgot Password?" button prompts a new screen to request your account's activation login ID, which may be your mobile number or email address. After inputting the login ID, solve the captcha and select the proceed button. You will then receive an OTP on your mobile or a reset link in your email, depending on the method used for account activation.

Department's Official Web Site | lep-hp@nic.in | 01772625277

**HIMACHAL PRADESH
LABOUR AND EMPLOYMENT DEPARTMENT**

Home | About Us | Contact Us | Statistical Reports | CSC Login | Candidate's Corner | Login



Forgot Password ?

Login Id *

Enter Captcha Text * [Reload Captcha](#)

M9398X Enter Captcha Text

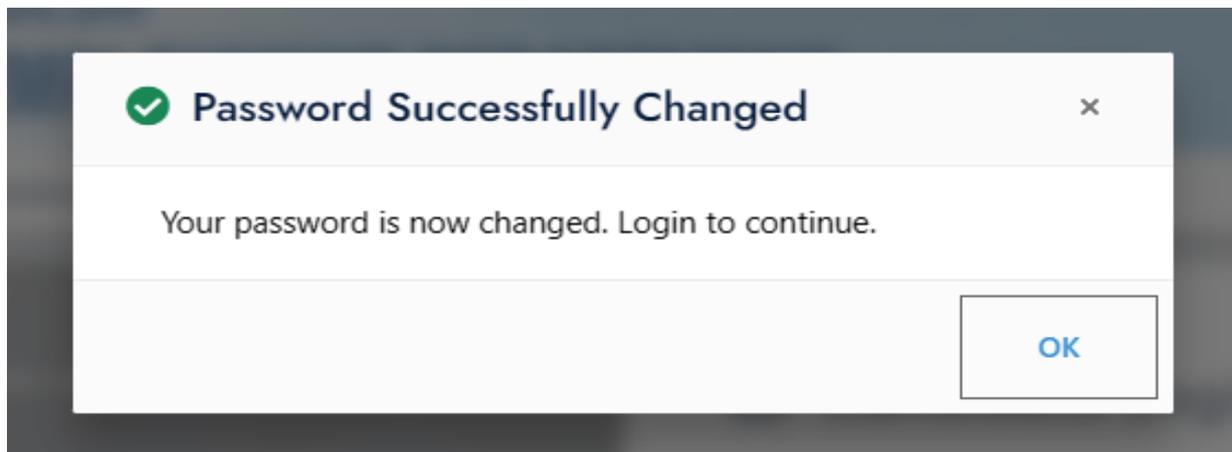
Proceed

A verification link will be sent to your Registered Email
OR
An OTP will be sent to your registered Mobile Number

Once your login ID is successfully verified via OTP or a link sent to your email, you will be directed to a screen where you can update your password, complete the captcha, and then click the 'Proceed' button.

The screenshot shows the 'Change Password' form on the official website of the Himachal Pradesh Labour and Employment Department. The header includes the department's name and logo, along with contact information: 'lep-hp@nic.in' and '01772625277'. The navigation menu contains links for Home, About Us, Contact Us, Statistical Reports, CSC Login, Candidate's Corner, and Login. The form itself is titled 'Change Password' and features a key icon. It contains the following fields: 'Login Id' with the value '1234567891', 'New Password' (with a red error icon), 'Confirm New Password', and 'Enter Captcha Text' (with a 'Reload Captcha' link). A 'Proceed' button is located at the bottom of the form.

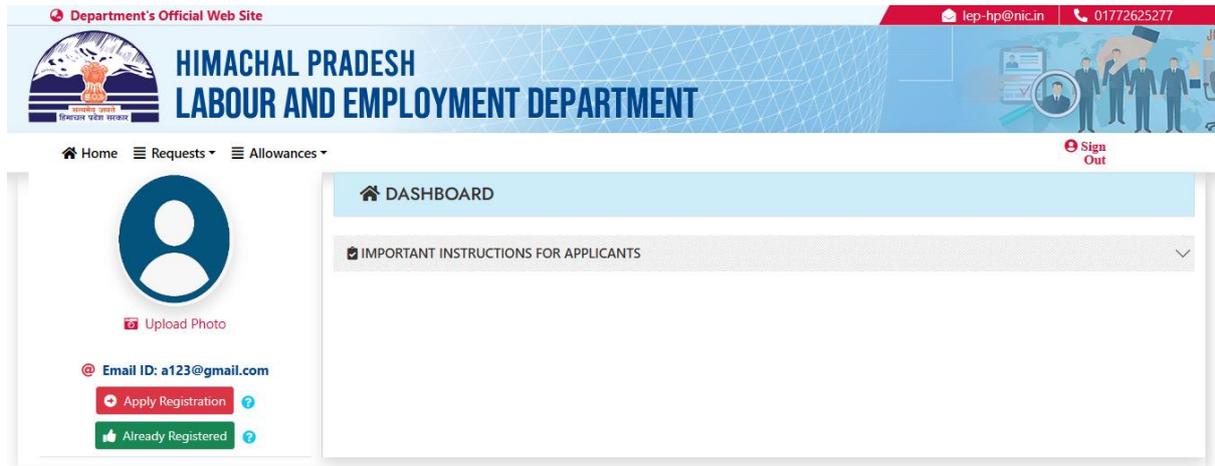
If the password change process encounters no discrepancies, a popup will display the message "Password Successfully Changed."



5. Applicant Dashboard

Upon successful login, the applicant will be redirected to the dashboard as depicted below. Here, the applicant can initiate a new registration by clicking on "Apply Registration." It should be noted that if an applicant has

previously registered through an employment exchange, they must select the "Already Registered" button to link their existing data to this account.



5.1 Apply Registration

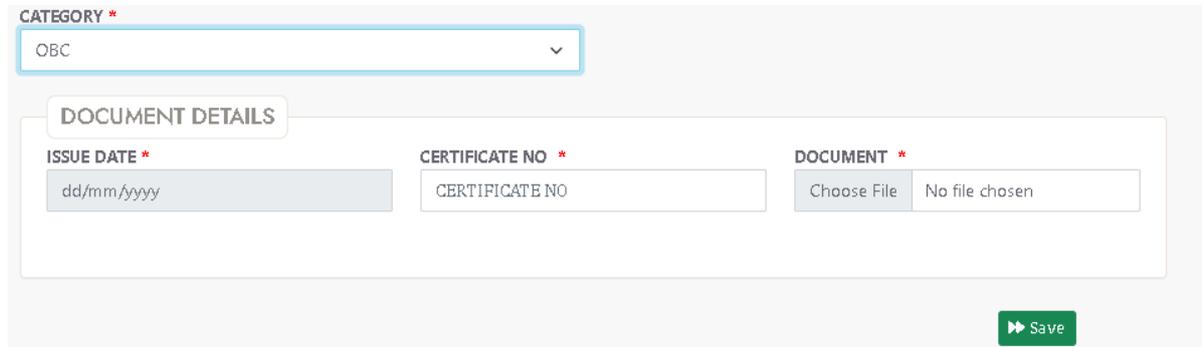
If an applicant is registering for the first time, they can click on the "Apply Registration" button, and the following screen will appear.

5.1.1 Personal Details

In this form, the applicant must select their district and exchange where they wish to register and fill in all the mandatory fields indicated by a red asterisk (*).

The screenshot displays the "Personal Details" registration form. The form is organized into two columns. The left column contains fields for "DISTRICT" (Shimla), "APPLICANT NAME" (Raj Kumar), "MOTHER'S NAME" (ENTER MOTHER'S NAME), "Date of Birth" (10/04/2010), "RELIGION" (Hindu), and "CATEGORY" (General). The right column contains fields for "EXCHANGE NAME" (Regional Employment Exchange, Shimla), "FATHER'S NAME" or "HUSBAND NAME" (Aditya Kumar), "MARITAL STATUS" (UnMarried), and "GENDER" (MALE). A "Save" button is located at the bottom right of the form. A red banner at the bottom contains a "Note" stating: "All fields with (*) mark are mandatory to fill. Max File limit should be less than 1 MB."

Applicants belonging to categories other than General must upload their Category Certificate, which includes the issue date, certificate number, and a document in PDF format of the specified size, and then click on the Save button.



CATEGORY *
OBC

DOCUMENT DETAILS

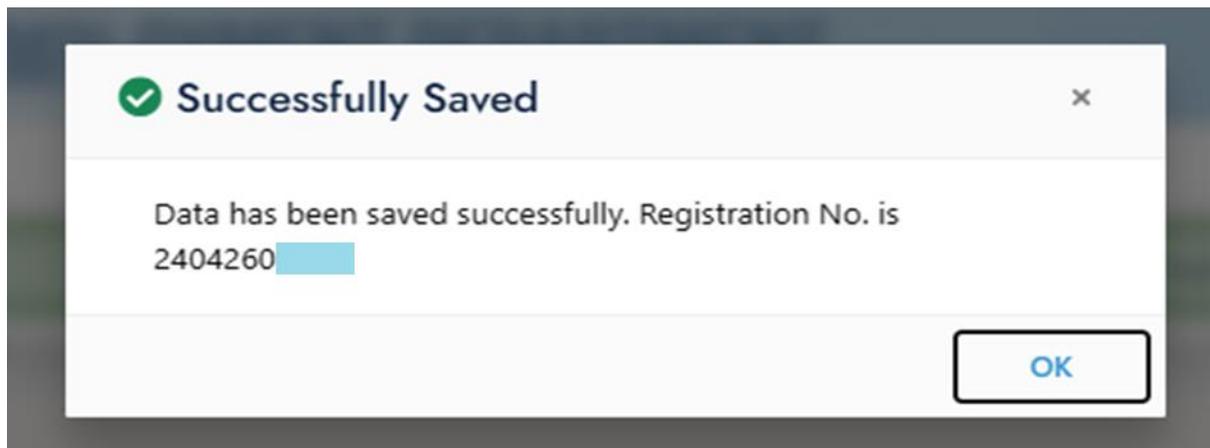
ISSUE DATE *
dd/mm/yyyy

CERTIFICATE NO *
CERTIFICATE NO

DOCUMENT *
Choose File No file chosen

Save

Upon clicking the save button, the software will display a popup confirming successful registration and provide a unique Registration number assigned to the applicant. It is essential for the applicant to record this number for future reference.



5.1.2 Contact Details

In the "Contact" section, users must enter their contact information, including address, district, email, mobile number, and area. They may also choose to upload a proof of address, although this is not a requirement. Additionally, if a user registers using their email or mobile number on the "Sign Up" page, these details will automatically fill in the corresponding fields. Please note that all messages and emails will be sent to the provided contact details.

Users can save their details by clicking the "Save" button, after which a popup will appear to indicate that the data has been successfully saved.

Home Requests Allowances Sign Out

Applicant Name TEST # Registration No. 24042607001 District Employment Exchange, Bilaspur

Personal Contact Education Miscellaneous Employment Sub-Category PH Ex-Servicemen NCO

Contact Details

MOBILE NUMBER: 1234567891 EMAIL ID: ENTER EMAIL

District: Bilaspur

AREA TYPE: RURAL URBAN TEHSIL: Select

VILLAGE: Select PO: ENTER POST OFFICE

STREET BUILDING: ENTER STREET/BUILDING PINCODE: ENTER PINCODE

ALTERNATE PHONE NUMBER: ENTER PHONE NUMBER

PERMANENT ADDRESS: ENTER PERMANENT ADDRESS

Same as above

CORRESPONDENCE ADDRESS: ENTER CORRESPONDENCE ADDRESS

Document Details

ISSUE DATE	CERTIFICATE NO	DOCUMENT
dd/mm/yyyy	CERTIFICATE NO	Choose File No file chosen

Save

5.1.3 Education Details

In the "Education Qualification Details" section, users are required to input their qualification details by selecting the "Add New Qualification" button.

Department's Official Web Site lep-hp@nic.in 01772625277

HIMACHAL PRADESH LABOUR AND EMPLOYMENT DEPARTMENT

Home Requests Allowances Sign Out

Applicant Name TEST # Registration No. 24042607001 District Employment Exchange, Bilaspur

Personal Contact Education Miscellaneous Employment Sub-Category PH Ex-Servicemen NCO

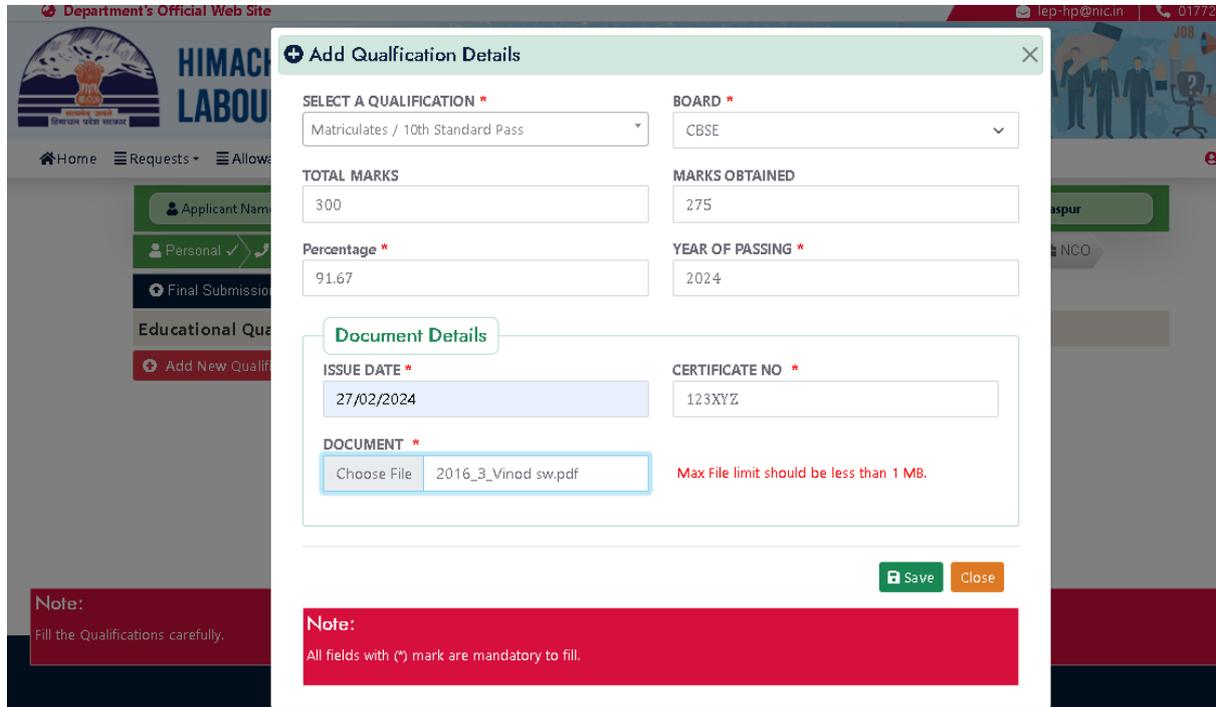
Final Submission

Educational Qualification Details

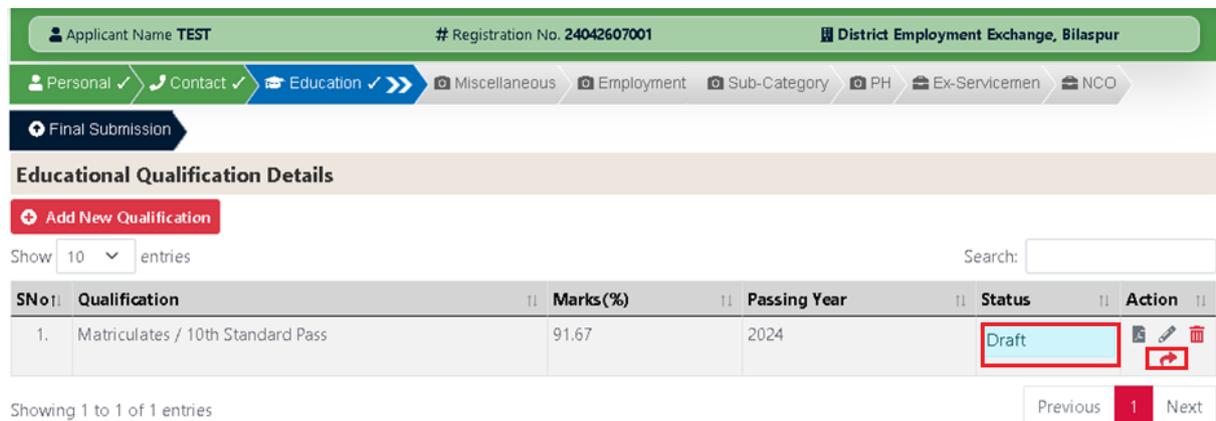
Add New Qualification

No Qualifications Found

A popup will appear as illustrated below. Users must enter their qualification details as requested in the form and upload the corresponding document. The qualification can be saved by clicking the 'Save' button.

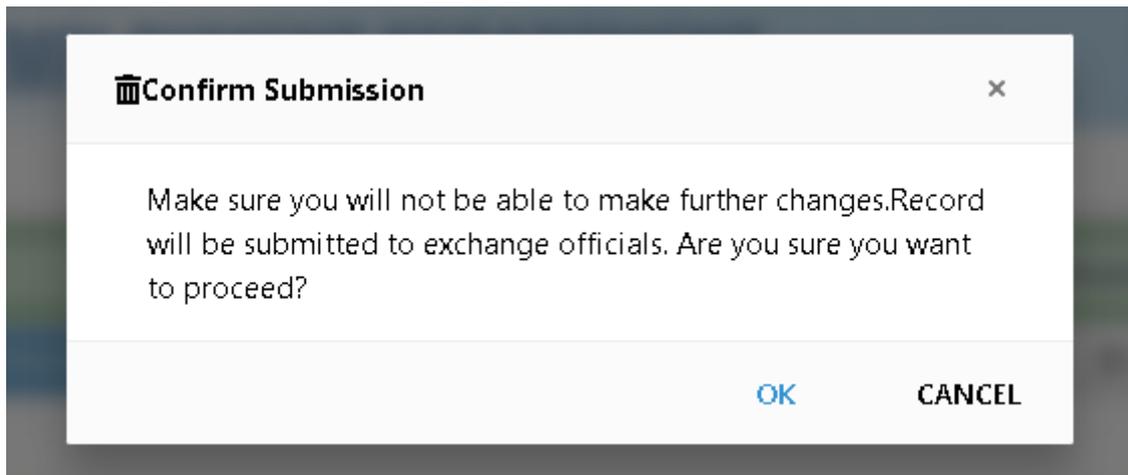


The qualification details will be saved in draft mode, allowing the user to update or delete that specific qualification at this time. For final submission, the user must click the red arrow icon as indicated below. Once the qualification is submitted, the user will no longer have the right to modify or delete it.



SNo	Qualification	Marks(%)	Passing Year	Status	Action
1.	Matriculates / 10th Standard Pass	91.67	2024	Draft	

A confirmation popup will appear, providing important instructions about saving the qualification as shown below. Upon clicking 'Ok', the application will be submitted successfully.



5.1.4 Miscellaneous Details

Upon selecting the Miscellaneous tab, a form will be displayed, prompting the user to enter their physical details, expected salary, sector of interest, and known languages. Entering these miscellaneous details is entirely optional. Users can save their information by clicking the "Save" button, which will trigger a popup notification confirming the successful data submission.

Miscellaneous Details

Physical Information

EYESIGHT: <input style="width: 80%;" type="text" value="0.00"/>	HEIGHT: <input style="width: 80%;" type="text" value="0.00"/>	WEIGHT: <input style="width: 80%;" type="text" value="0.00"/>	CHEST NORMAL <input style="width: 80%;" type="text" value="0.00"/>	CHEST (EXPANDED): <input style="width: 80%;" type="text" value="0.00"/>
--	--	--	---	--

Salary Expectation (Monthly)

SALARY IN HOME DISTRICT: <input style="width: 90%;" type="text" value="0.00"/>	SALARY IN HP: <input style="width: 90%;" type="text" value="0.00"/>	SALARY OUTSIDE HP: <input style="width: 90%;" type="text" value="0.00"/>
---	--	---

Sector Of Interest

Languages Known

LANGUAGE	READ	WRITE	SPEAK
Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punjabi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bengali	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanskrit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tamil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assamese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gujarati	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dogri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urdu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kashmiri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marathi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telugu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nepali	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sindhi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.1.5 Employment Details

Upon clicking the Miscellaneous tab, a form appears, prompting users to select their employment status. If employed, they must enter their employment details as outlined below; otherwise, they can choose an alternative employment status. By clicking the "Save" button, users can store their information, which will prompt a popup notification to confirm the successful submission of data.

The screenshot shows the 'Employment Detail' form. At the top, there is a header with the department's name and logo. Below the header, there is a navigation bar with tabs for Personal, Contact, Education, Miscellaneous, Employment, Sub-Category, PH, Ex-Servicemen, and NCO. The 'Employment' tab is selected. The form contains the following fields:

- Applicant Name: TEST
- Registration No.: 24042607001
- District: District Employment Exchange, Bilaspur
- EMPLOYMENT STATUS: Employed
- EMPLOYMENT SECTOR: Public Sector
- EMPLOYMENT TYPE: Daily Wage
- REGISTERED ORGANISATION NAME: K N Papers and Packages - [L&E(FAC)9-20141000-513]
- ORGANISATION NAME: Test Organization

A 'Save' button is located at the bottom right of the form.

5.1.6 Sub-Category Details

In the " Sub-Category Details" section, users are required to input their Sub-Category details by selecting the "Add New Sub-Category " button.

The screenshot shows the 'Sub-Category Details' form. At the top, there is a header with the department's name and logo. Below the header, there is a navigation bar with tabs for Personal, Contact, Education, Miscellaneous, Employment, Sub-Category, PH, Ex-Servicemen, and NCO. The 'Sub-Category' tab is selected. The form contains the following elements:

- Applicant Name: TEST
- Registration No.: 24042607001
- District: District Employment Exchange, Bilaspur
- Final Submission button
- Sub-Category Details section with an 'Add New Sub-Category' button
- No Subcategory Found message
- Note: All fields with (*) mark are mandatory to fill.

A popup will appear as illustrated below. Users must select their sub-category in sub-category dropdown and attach the related document of that particular sub-category. By clicking the "Save" button, users can store their information, which will prompt a popup notification to confirm the successful submission of data.

The sub-category details will be saved in draft mode, allowing the user to update or delete that specific sub-category at this time. For final submission, the user must click the red arrow icon as indicated below. Once the sub-category is submitted, the user will no longer have the right to modify or delete it.

Applicant Name TEST # Registration No. 24042607001 District Employment Exchange, Bilaspur

Personal ✓ Contact ✓ Education ✓ Miscellaneous ✓ Employment ✓ Sub-Category ✓ PH Ex-Servicemen NCO

Final Submission

Sub-Category Details

[+ Add New Sub-Category](#)

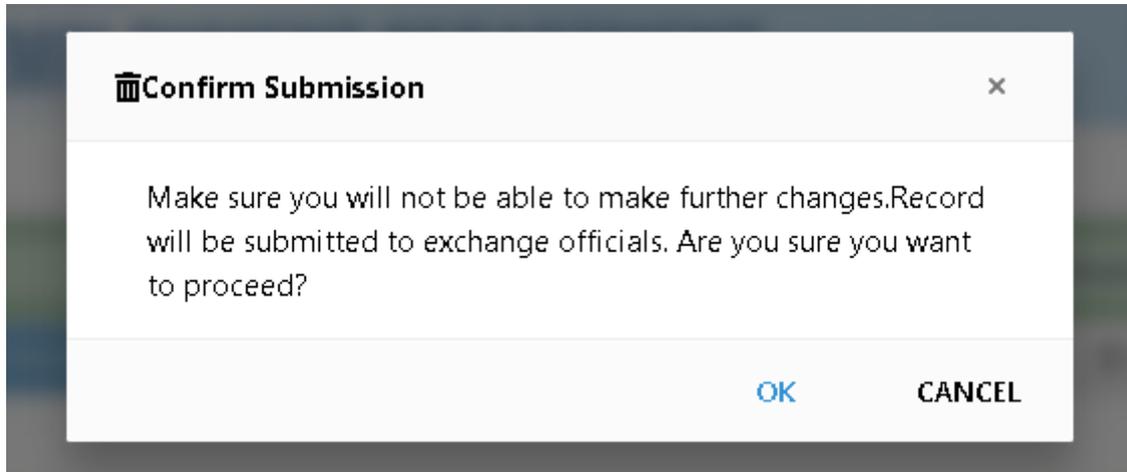
Show 10 entries Search:

Sr No	Sub Category	Issue Date	Valid Upto Date	Certificate No	Status	Action
1.	Himachali Bonafide	27/02/2024		123XYZ	Draft	

Showing 1 to 1 of 1 entries

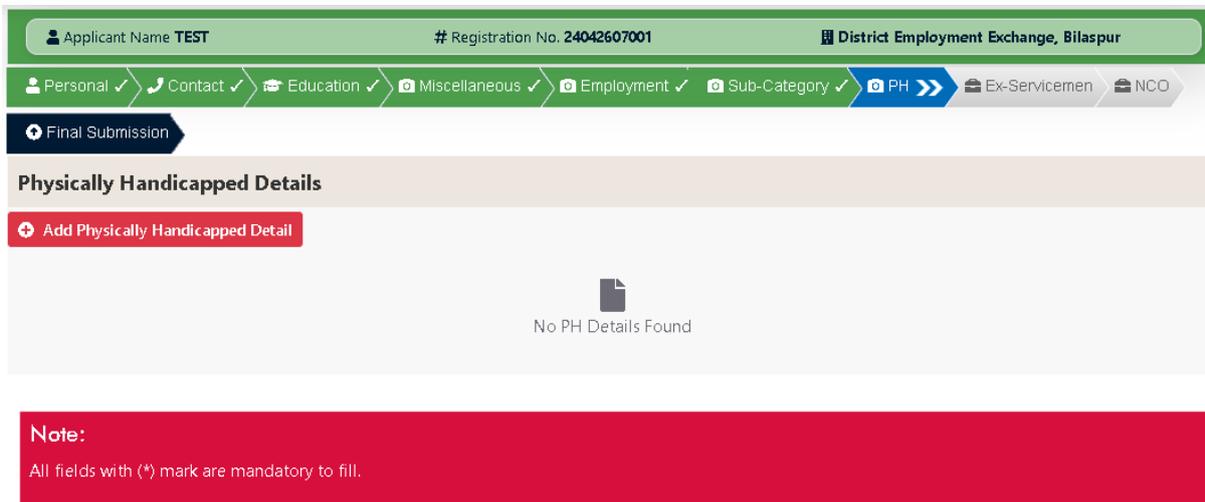
Previous **1** Next

A confirmation popup will appear, providing important instructions about saving the sub-category as shown below. Upon clicking 'Ok', the application will be submitted successfully.



5.1.7 Physically Handicapped Details

In the " Physically Handicapped Details" section, users are required to input their Physically Handicapped details by selecting the "Add Physically Handicapped Details " button.



A popup will appear as shown below. Users must select their type of physical handicap, the percentage of disability, and attach the required documentation for physical handicap. Upon clicking the "Save" button, the information will be stored, and a popup notification will appear to confirm the successful submission of the data.

+ Add Physically Handicapped Detail
✕

PH TYPE *

PERCENTAGE *

Document Details

ISSUE DATE *

VALID UPTO DATE

CERTIFICATE NO *

DOCUMENT *

Max File limit should be less than 1 MB.

The physically handicap details will be saved in draft mode, allowing the user to update or delete that specific detail at this time. For final submission, the user must click the red arrow icon as indicated below. Once the detail is submitted, the user will no longer have the right to modify or delete it.

Applicant Name TEST
Registration No. 24042607001
District Employment Exchange, Bilaspur

Personal ✓
Contact ✓
Education ✓
Miscellaneous ✓
Employment ✓
Sub-Category ✓
PH ✓ >>
Ex-Servicemen
NCO

+ Final Submission

Physically Handicapped Details

+ Add Physically Handicapped Detail

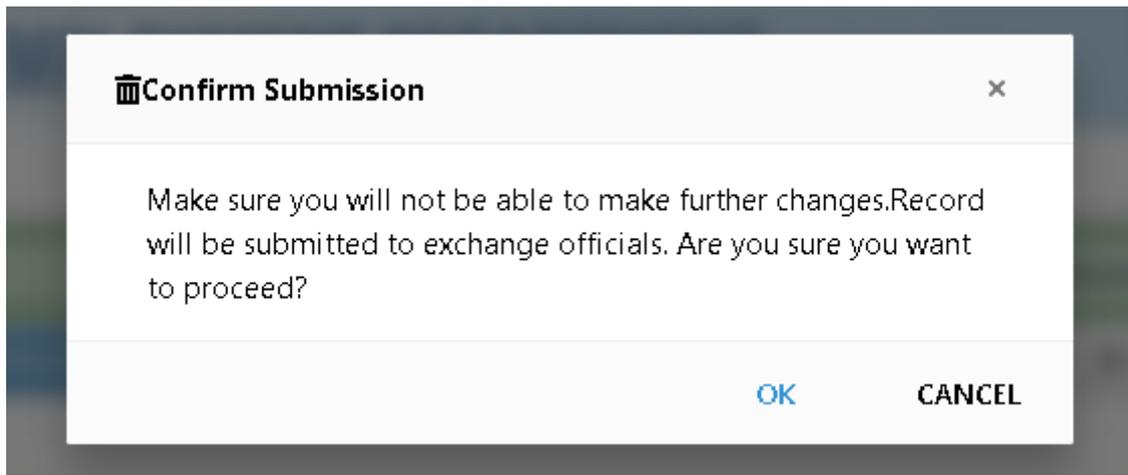
Show entries
Search:

SNo	PH Type	Percentage	Issue Date	Valid Upto Date	Certificate No	Status	Action
1.	Blind	60.00	27/02/2024		123XYZ	Draft	<input type="button" value="✎"/> <input type="button" value="✖"/> <input style="color: red; margin-left: 5px;" type="button" value="➔"/>

Showing 1 to 1 of 1 entries

Previous
1
Next

A confirmation popup will appear, providing important instructions about saving the details as shown below. Upon clicking 'Ok', the application will be submitted successfully.



5.1.8 Ex-servicemen Details

This tab is exclusively for Ex-servicemen. Applicants who are not Ex-servicemen should bypass this tab. Selecting the Ex-servicemen tab will reveal a form for entering Ex-servicemen credentials. Users have the option to upload their certificate or skip this step. Information can be saved by clicking the "Save" button, which will generate a popup notification to confirm successful submission of data.

Applicant Name TEST
Registration No. 24042607001
District Employment Exchange, Bilaspur

Personal ✓
Contact ✓
Education ✓
Miscellaneous ✓
Employment ✓
Sub-Category ✓
PH ✓
Ex-Servicemen >>

NCO
Final Submission

ExServiceMen Details

FORCE NAME: * <input type="text" value="Army"/>	RANK: * <input type="text" value="SEPOY"/>	REGIMENT NAME: * <input type="text" value="Dogra"/>
SERVICE NUMBER: * <input type="text" value="1X5456"/>	MEDICAL CATEGORY: * <input type="text" value="Shape-I"/>	CHARACTER: * <input type="text" value="Exemplary"/>
ENROLMENT DATE: * <input type="text" value="13/04/2019"/>	DISCHARGE DATE: * <input type="text" value="29/04/2024"/>	REASON: * <input type="text" value="After Completion of Rank Services/ term"/>

REMARKS:

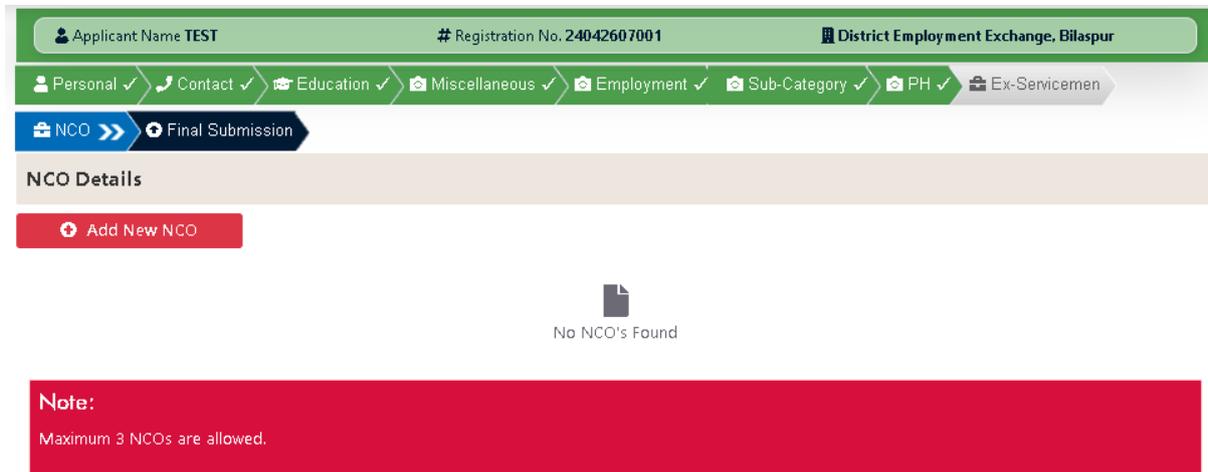
Document Details

ISSUE DATE <input type="text" value="dd/mm/yyyy"/>	VALID UPTO DATE <input type="text" value="dd/mm/yyyy"/>	CERTIFICATE NO <input type="text" value="CERTIFICATE NO"/>
--	---	--

DOCUMENT

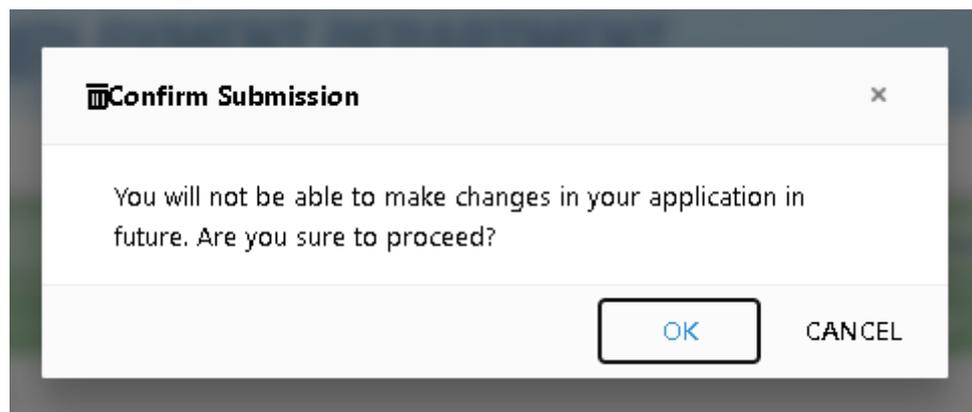
5.1.9 NCO Details

Applicants must bypass this step as the NCO will be assigned by departmental officials once the applicant has submitted the complete application.



5.1.10 Final submission

At this step, the completed application will be forwarded to the official at the relevant employment exchange. A confirmation popup will emerge with crucial instructions on saving the details as illustrated below. After clicking 'Ok', the application will be successfully submitted. The registration process is now complete, and the user must await the application's approval.



5.2 Approval /Rejection of an application

Once the application is submitted, it may be approved or rejected by the employment exchange officer. In either case, the user will receive an SMS on the provided mobile number. If the application is approved, the user can also check the status within the software. The user must log in with their credentials, which will redirect them to the dashboard. There, the user should click on the "View Entered Details" button as indicated below.

Department's Official Web Site | lep-hp@nic.in | 01772625277

HIMACHAL PRADESH LABOUR AND EMPLOYMENT DEPARTMENT

Home | Requests | Allowances | Sign Out

DASHBOARD | **View Entered Details**

IMPORTANT INSTRUCTIONS FOR APPLICANTS

- 0 Installments Paid (ISDA Allowance)
- 0 Installments Paid (SDA Allowance)
- 0 Installments Paid (UMP Allowance)

AVAILABLE ALLOWANCE

Upon clicking, the user will be redirected to the personal details tab to check the application status. If the user receives an approval message, the screen will display the status as follows.

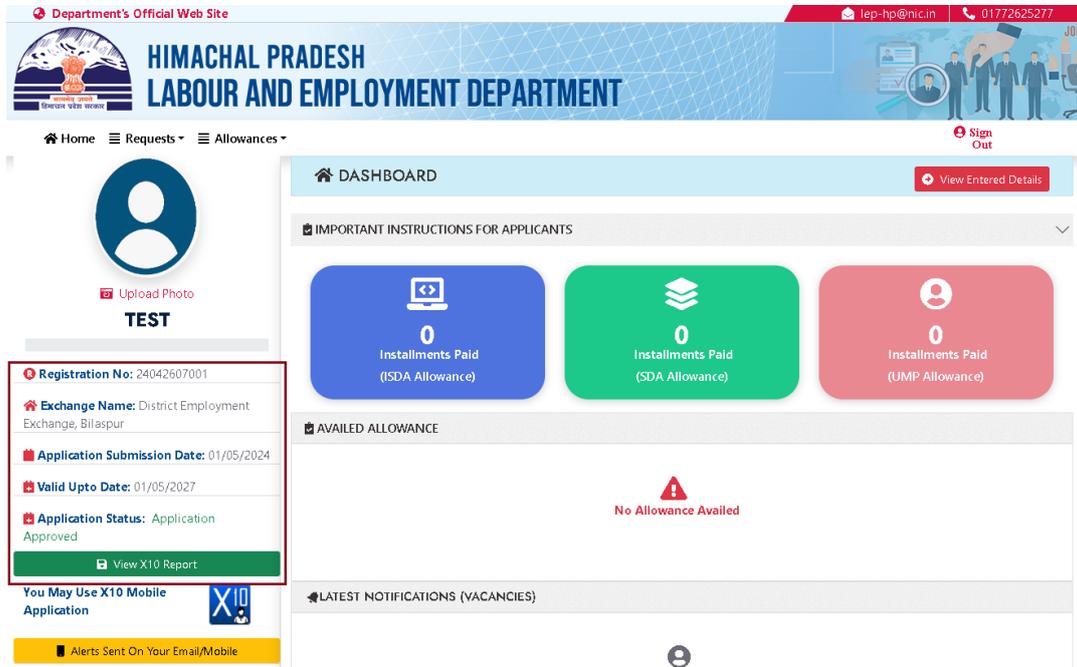
Applicant Name TEST | # Registration No. 24042607001 | District Employment Exchange, Bilaspur

Personal >>> | Contact > | Education > | Miscellaneous > | Employment > | Sub-Category > | PH > | Ex-Servicemen > | NCO >

Personal Details

REGISTRATION DATE 01/05/2024 11:04	RENEWAL MONTH May 2027
DISTRICT * Bilaspur	EXCHANGE NAME * District Employment Exchange, Bilaspur
APPLICANT NAME * TEST	<input checked="" type="radio"/> FATHER'S NAME <input type="radio"/> HUSBAND NAME TEST SUER
MOTHER'S NAME ENTER MOTHER'S NAME	MARITAL STATUS * UnMarried
Date of Birth * 01/02/2000	GENDER * <input checked="" type="radio"/> MALE <input type="radio"/> FEMALE
RELIGION Hindu	STATUS Accepted/Approved
CATEGORY * OBC	

Upon approval, users can also view additional details such as the approval date, validity date, published vacancies, and application status, among others. Now user can also download its Registration card (X10) as shown below.



If the application is referred back, the employment officer will also mention the reason for rejection. The user must fulfil the requirements and resubmit the application as illustrated below.

Applicant Name TEST # Registration No. 24042607001 District Employment Exchange, Bilaspur

Personal ✓ Contact ✓ Education ✓ Miscellaneous ✓ Employment ✓ Sub-Category ✓ PH ✓ Ex-Servicemen NCO

Final Submission

Personal Details

DISTRICT * Bilaspur EXCHANGE NAME * District Employment Exchange, Bilaspur

APPLICANT NAME * TEST FATHER'S NAME HUSBAND NAME TEST SUER

MOTHER'S NAME ENTER MOTHER'S NAME MARITAL STATUS * UnMarried

Date of Birth * 01/02/2000 GENDER * MALE FEMALE

RELIGION Hindu

CATEGORY * OBC

STATUS
Referred Back
Reason :Please upload the Himachali bonafide certificate along with a clear category certificate.

DOCUMENT DETAILS

ISSUE DATE * 01/04/2024 CERTIFICATE NO * BTS7987BJHKS DOCUMENT * Choose File No file chosen

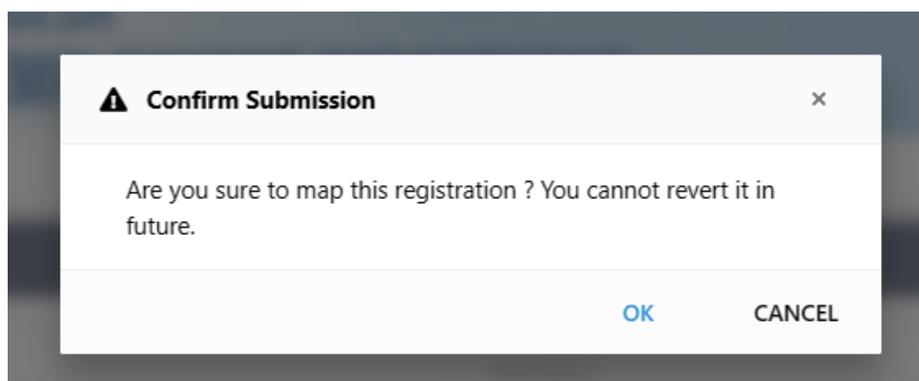
5.3 Already Registered

If you are already registered with an employment exchange, you can link that registration to your current login ID. You will need to provide the name of the exchange where you are registered, your date of birth, and your registration number. If you are unsure of these details, you may contact or visit the appropriate exchange office for assistance in mapping your registration. After entering the required details, click on 'View Details.' The software will retrieve additional details based on the parameters provided and confirm whether you are mapping to the correct registration. If all details are correct, you may proceed by clicking on 'Map Registration.'

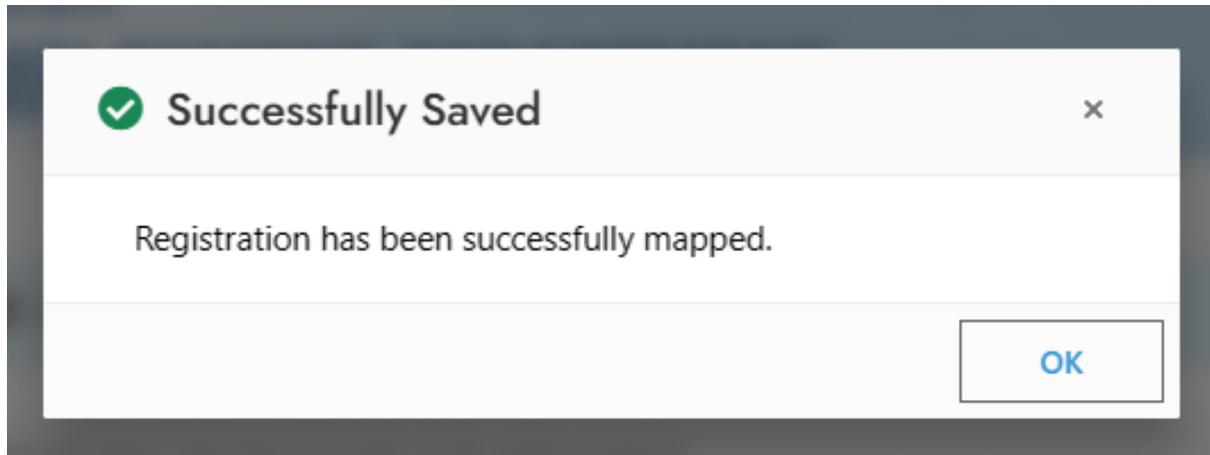
The screenshot shows the 'Registration Mapping' interface on the Himachal Pradesh Labour and Employment Department website. The header includes the department name and contact information. The main form area contains the following fields and data:

District *	Mandi	Exchange *	Sub-Office Employment Exchange, Sarkaghat
DOB *	02/01/1994	Registration No. *	[Redacted]
View Details Reset			
Name	[Redacted]	Husband's Name	ANIL KUMAR
Registration Date	16/12/2022	Renewal Date	16/12/2025
Status	Accepted/Approved		
Click Here To Map Registration			

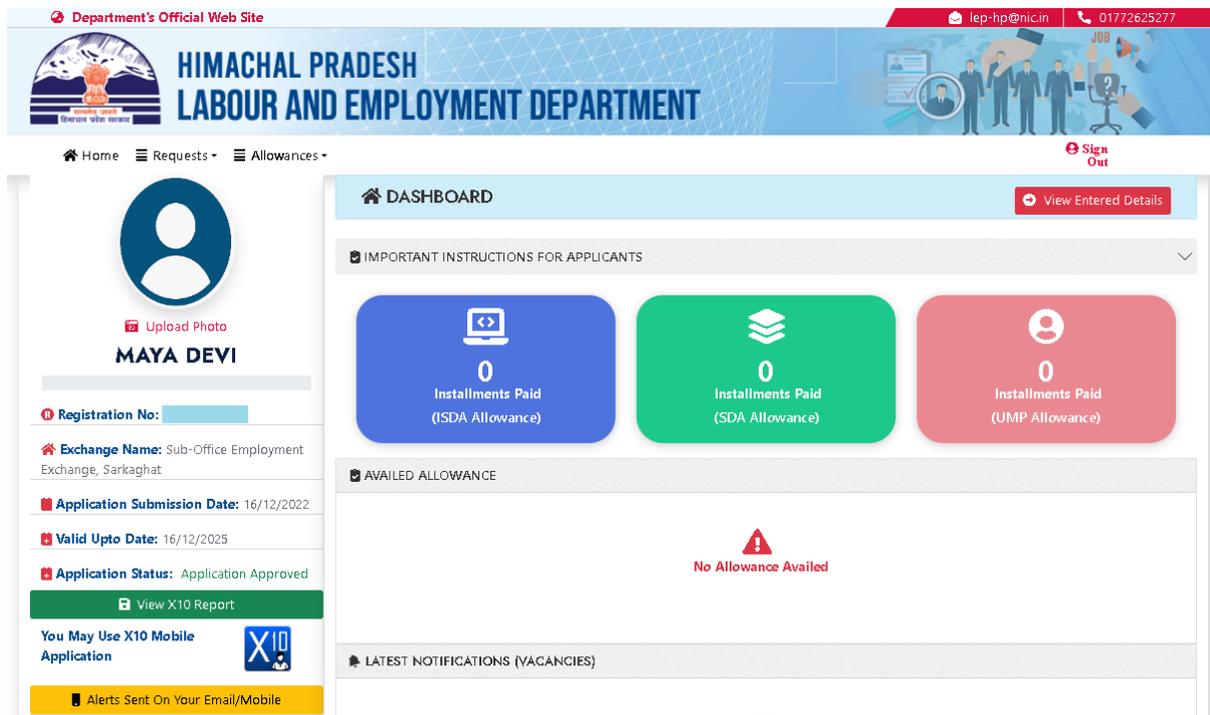
A confirmation popup will be displayed, offering options to either proceed with or cancel the registration. Once the registration is confirmed, it cannot be reversed.



Once again, a popup will appear to confirm that your registration has been successfully saved and associated with your current login ID.



Upon successful mapping, the dashboard will display all the details previously entered by the user, as illustrated below.



6. User Requests

6.1 Add / Update Bank Details

If user wants to add its bank details have to click on menu Requests-> Update Bank Details. It will redirect user to the following form where user can add its bank details as shown below.

The screenshot shows the official website of the Himachal Pradesh Labour and Employment Department. The header includes the department's name in Hindi and English, along with contact information. The main navigation menu includes Home, Requests, and Allowances. The user is logged in as 'TEST' with registration number 24042607001 at the District Employment Exchange, Bilaspur. The 'Bank Account Information' section is active, displaying a red button labeled 'Add Bank Account Information' and a message stating 'No Bank Details Found'.

Users need to click on "Add Bank Account Information." Upon clicking, a popup will appear requesting the user's bank details.

The 'Add Bank Details' popup form contains the following fields and options:

- IFSC: *** (Mandatory): Input field for IFSC Code.
- ACCOUNT NUMBER: *** (Mandatory): Input field for Account Number.
- CONFIRM ACCOUNT NUMBER: *** (Mandatory): Input field for Account Number.
- BANK NAME: *** (Mandatory): Input field for Bank Name.
- BANK BRANCH NAME: *** (Mandatory): Input field for Branch Name.
- DOCUMENT *** (Mandatory): File upload area with a 'Choose File' button and 'No file chosen' text. A note states: 'Max File limit should be less than 1 MB.'
- Buttons: 'Save as Draft' and 'Close'.
- Note:** All fields with (*) mark are mandatory to fill.

Users must fill in the required fields and click on the "Save as Draft" button. A confirmation message will appear, and the application will be submitted in draft mode.

Applicant Name TEST # Registration No. 24042607001 District Employment Exchange, Bilaspur

Bank Account Information

SNo	Application No.	Bank Name	Branch Name	IFSC Code	Bank Account No	Action
1.	2404260700101	State Bank Of India	SBI Shimla	SBIN0004586	11111111	 Draft

At this point, users can edit the application and make further corrections. Submission is done by clicking the right arrow icon in the Action column, which will trigger a popup message confirming the final submission. After submission, users must await approval from the relevant employment exchange.

Applicant Name TEST # Registration No. 24042607001 District Employment Exchange, Bilaspur

Bank Account Information

SNo	Application No.	Bank Name	Branch Name	IFSC Code	Bank Account No	Action
1.	2404260700101	State Bank Of India	SBI Shimla	SBIN0004586	11111111	 Application Submitted

Once approved, an SMS notification will be sent to the provided mobile number, or the user may check the status on this page.

Applicant Name TEST # Registration No. 24042607001 District Employment Exchange, Bilaspur

Bank Account Information

SNo	Application No.	Bank Name	Branch Name	IFSC Code	Bank Account No	Action
1.	2404260700101	State Bank Of India	SBI Shimla	SBIN0004586	11111111	 Accepted/Approved

6.2 Transfer Applicant

Sometimes, users may need to change their employment exchange due to the migration of the applicant's family to another region or for other reasons. Users can also transfer from their current exchange to the exchange of that particular region. To request a transfer, users should click on the 'Requests' menu and select 'Transfer Applicant'. This action

will navigate the user to the page shown below. To initiate a new request, users should click on 'Click Here to Apply for Exchange Transfer Request'.

Applicant Name TEST
Registration No. 24042607001
District Employment Exchange, Bilaspur

[➤ Transfer Applicant to another Employment Exchange](#)

📄 Applicant Details

Applicant Name:	Date of Birth:	Mothers Name:	Registration Date:
<input type="text" value="TEST"/>	<input type="text" value="01/02/2000"/>	<input type="text" value="ENTER MOTHER'S NAME"/>	<input type="text" value="01/05/2024"/>
Renewal Date:			
<input type="text" value="01/05/2027"/>			

📄 Address Information

Area: <input type="radio"/> RURAL <input checked="" type="radio"/> URBAN	Tehsil:	Village:	Post Office:
	<input type="text" value="JHANDUTA"/>	<input type="text" value="TUNGLEHRI"/>	<input type="text" value="ENTER POST OFFICE"/>
Street/Building:	Pincode:	Address:	
<input type="text" value="NIC HP SECRETARIAT SHIMLA"/>	<input type="text" value="171002"/>	<input type="text" value="NIC HP SECRETARIAT SHIMLA"/>	

[➤ Click Here To Apply For Exchange Transfer Request](#)

A popup will appear where the user must enter the necessary details for the specific exchange, as well as the address of the destination region. Providing proof of address is mandatory in this process. The user can save the information by clicking the 'Submit Details' button.

➤ Address Validation Form For Employment Exchange Transfer Request
✕

District *	Exchange Name *
<input type="text" value="Select"/>	<input type="text" value="Select"/>
Area Type: <input type="radio"/> RURAL <input type="radio"/> URBAN	Tehsil: *
	<input type="text" value="Select"/>
Village: *	Post Office: *
<input type="text" value="Select"/>	<input type="text" value="ENTER POST OFFICE"/>
Street/Building: *	Pincode: *
<input type="text" value="ENTER STREET/BUILDING"/>	<input type="text" value="ENTER PINCODE"/>
Permanent Address: *	
<input type="text" value="ENTER PERMANENT ADDRESS"/>	

Note: Address Proof is mandatory in case of transfer of exchange request.

DOCUMENT *

Max File limit should be less than 1MB and should be only in PDF format.

Note:
All fields with (*) mark are mandatory to fill.

At this stage, the user's details are saved in draft mode, allowing the user to review the saved document and make any necessary corrections. Alternatively, if no changes are needed, the user can submit the details to the exchange office for approval by clicking on the right arrow icon as indicated below.

B Address Information

Area: RURAL URBAN

Tehsil: JHANDUTA

Village: TUNGLEHRI

Post Office: ENTER POST OFFICE

Street/Building: NIC HP SECRETARIAT SHIMLA

Pincode: 171002

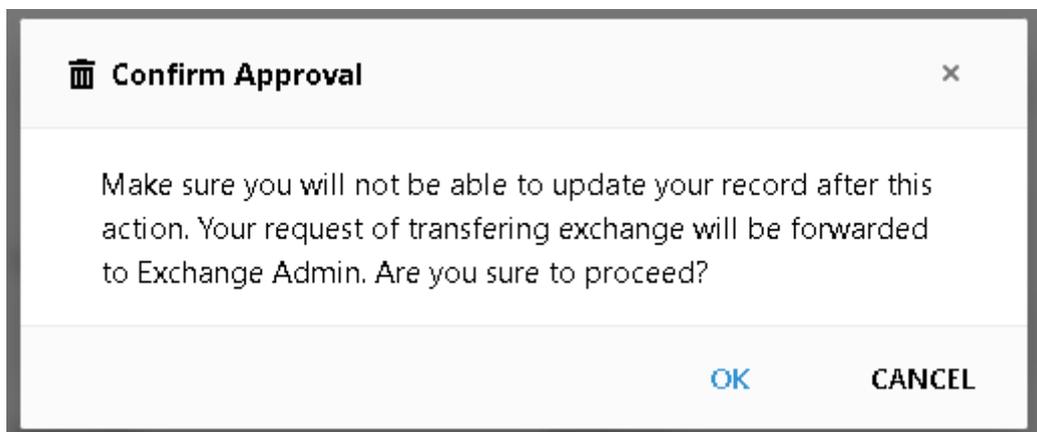
Address: NIC HP SECRETARIAT SHIMLA

Show entries Search:

SNo	District	Tehsil	Village	Area	Post Office	Pincode	Address	Action
1.	Shimla	SHIMLA URBAN	Bazar Ward Bara Shimla	Urban	TEST	171001	TEST	

Showing 1 to 1 of 1 entries Previous Next

A confirmation popup will appear, prompting the user to click 'OK' to submit. Upon successful submission, a message will be displayed to the user.



After submission, no changes can be made to the application, and the applicant must wait for approval from the exchange officials. Once approved, the user will receive an SMS on the provided mobile number.

Show entries Search:

SNo	District	Tehsil	Village	Area	Post Office	Pincode	Address	Action
1.	Shimla	SHIMLA URBAN	Bazar Ward Bara Shimla	Urban	TEST	171001	TEST	

Showing 1 to 1 of 1 entries Previous Next

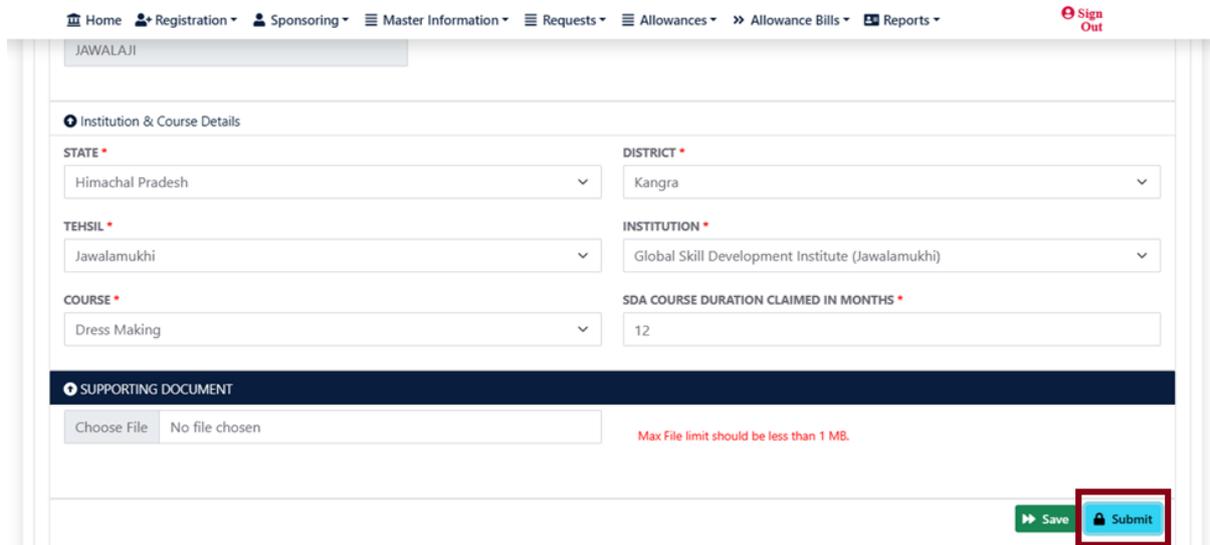
7. Allowances

7.1 Skill Development Allowance

To apply for the SDA allowance, users should navigate to the 'Allowances' section and select 'SDA Allowance'. Applicants are required to enter details about the Institution and Course, and upload the enrollment or admission certificate from a skill development training course before clicking the "Save" button.

The screenshot displays the 'Allowance Registration Form (SDA)' interface. At the top, there are navigation links for Home, Requests, and Allowances, along with a Sign Out button. The form header includes the title 'Allowance Registration Form (SDA)' and a user profile bar showing 'Applicant Name : TEST', 'Registration No. : 24042607001', and 'District Employment Exchange, Bilaspur'. The form is divided into several sections: 'Basic Information' with fields for Date of Birth (01/02/2000), Father's Name (TEST SUER), Mother's Name (ENTER MOTHER'S NAME), Registration Date (01/05/2024), and Renewal Date (01/05/2027); 'Information For Allowances' with fields for Annual Family Income (0), Mobile No (1234567891), and Email ID (a@gmail.com); 'Address Information' with a Correspondence Address (NIC HP SECRETARIAT SHIMLA); 'Bank Account Information' with fields for IFSC (SBIN0004586), Account Number (11111111), Bank Name (State Bank Of India), and Branch Name (SBI Shimla); 'Institution & Course Details' with dropdown menus for State, District, Tehsil, Institution, Course, and a text field for SDA Course Duration Claimed in Months (SDA CLAIMED); and 'Supporting Document' with a file upload area (No file chosen) and a note that the maximum file limit is less than 1 MB. A green 'Save' button is located at the bottom right of the form.

After saving the application, the user must click the "Submit" button for final submission as indicated below. Once the "Submit" button is clicked, no changes can be made to the application form, and it will be forwarded to the employment exchange.

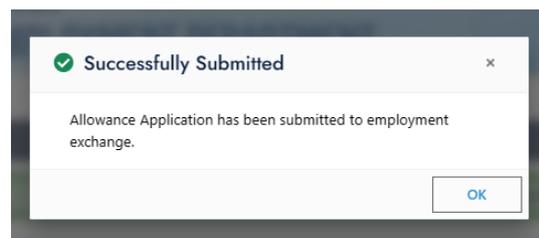
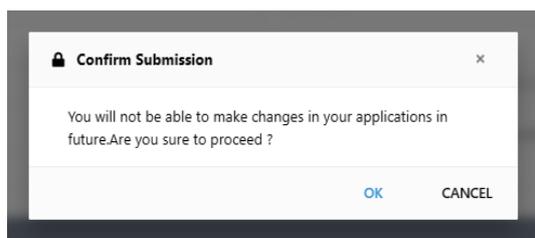


The screenshot shows a web application interface for submitting an application. The top navigation bar includes links for Home, Registration, Sponsoring, Master Information, Requests, Allowances, Allowance Bills, and Reports, along with a Sign Out button. The main form is titled 'JAWALAJI' and contains several sections:

- Institution & Course Details:** This section includes dropdown menus for STATE (Himachal Pradesh), DISTRICT (Kangra), TEHSIL (Jawalamukhi), and INSTITUTION (Global Skill Development Institute (Jawalamukhi)). It also has a dropdown for COURSE (Dress Making) and a text input for SDA COURSE DURATION CLAIMED IN MONTHS (12).
- SUPPORTING DOCUMENT:** This section features a 'Choose File' button and a message 'No file chosen'. A red note below states 'Max File limit should be less than 1 MB.'

At the bottom right of the form, there are two buttons: a green 'Save' button and a blue 'Submit' button, which is highlighted with a red rectangular box.

A confirmation popup will appear, prompting the user to click 'OK' to submit. Upon successful submission, a message will be displayed to the user.



The exchange officer will review the details and either approve the application or refer it back if discrepancies are found. The user will then receive an SMS notification on the registered mobile number regarding the approval or referral.

Home Requests Allowances Sign Out

Allowance Registration Form (SDA)

Applicant Name : TEST Registration No. : 24042607001 District Employment Exchange, Bilaspur

You have already submitted or availing Allowance.....

Allowance	Beneficiary	Date	Installments	View
Distt Exchange, Bilaspur SDA Allowance	TEST (2404260700101) Father's Name: TEST SUER DOB: 01/02/2000	Start Dt: End Dt: Total Installments:	Installments Paid: 0 Amount Paid: 0 Last Installment:	
Status: Submitted				

For eligibility, the applicant must:

- (i) registered in any Employment Exchange in the State as on date of application.
- (ii) Bonafide Himachali.
- (iii) Must have passed minimum 8th but there will be no requirement of minimum qualification for admissibility of allowance.
- (iv) Be in the age group of 16 to below 36 years.
- (v) Annual family income should be less than Rupees Two lakh from all sources.
- (vi) Must be enrolled in skill development training anywhere in India.
- (vii) Should not be employed under the Government/its agencies, public sector undertakings/bodies/boards/corporations and neither employed in private sector nor self-employed
- (viii) should not be a dismissed Govt. employee
- (ix) Should not be convicted of any offence resulting in imprisonment for a period of 48 hours or more.

The allowance is payable @ Rs.1000/- per month to beneficiaries and @ Rs.1500/- per month to the physical challenged, who have 50% permanent disability, for the duration of the skill development training subject to maximum 24 months. The duration of the allowance is for duration of trainings done subsequent to one another, subject to the maximum period of 24 months. For example, if one does a 6-month training in the first instance, and does a 1-year training later, she/he will be eligible for allowance for 1 year 6 months, subject to upper limit of 24 months.

7.2 UnEmployment Allowance

To apply for the UMP allowance, users should navigate to the 'Allowances' section and select 'UMP Allowance'. Applicants can review the details, upload the required document proving family income, and click the "Save" button.

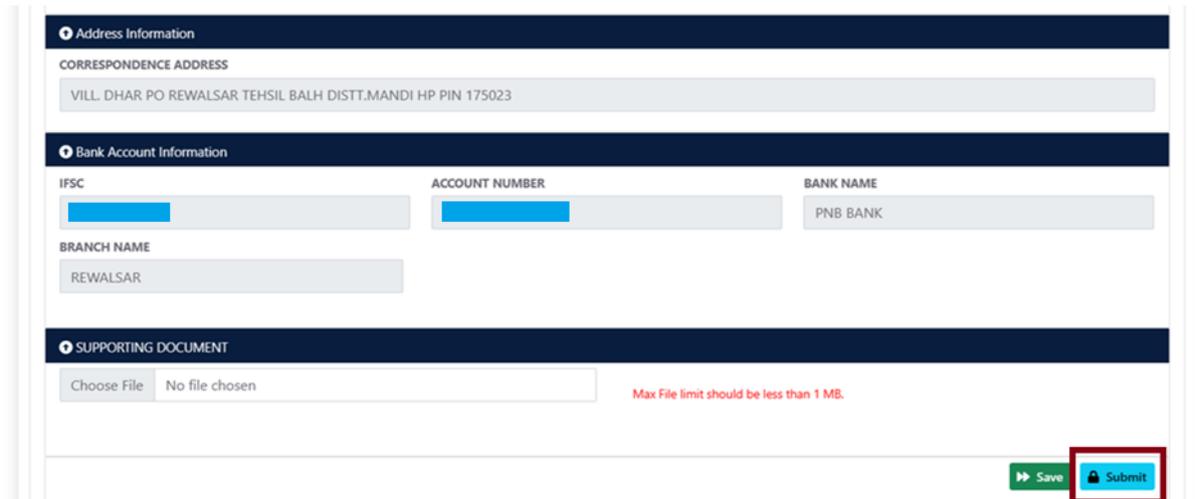
The screenshot displays the 'Allowance Registration Form (UMP)' interface. At the top, there is a navigation menu with options: Home, Registration, Sponsoring, Master Information, Requests, Allowances, Allowance Bills, and Reports. A 'Sign Out' button is located in the top right corner. The form title is 'Allowance Registration Form (UMP)'. Below the title, there is a header bar with fields for 'Applicant Name', 'Registration No.', and 'Sub-Office Employment Exchange, Sarkaghat'. The form is divided into several sections:

- Basic Information:** Includes fields for DATE OF BIRTH (09/05/1997), Husband's Name (RAJESH KUMAR), MOTHER'S NAME (KAMLA DEVI), REGISTRATION DATE (21/12/2013), and RENEWAL DATE (01/02/2025).
- Information For Allowances:** Includes fields for ANNUAL FAMILY INCOME (0), MOBILE NO (7018776839), and EMAIL ID (ENTER EMAIL ID).
- Address Information:** Includes a field for CORRESPONDENCE ADDRESS.
- Bank Account Information:** Includes fields for IFSC (IFSC Code), ACCOUNT NUMBER (Account Number), BANK NAME (Bank Name), and BRANCH NAME (Branch Name).
- SUPPORTING DOCUMENT:** Includes a 'Choose File' button, a 'No file chosen' status, and a note: 'Max File limit should be less than 1 MB.' A 'Save' button is located at the bottom right of the form.

The eligibility criteria require the applicant to be unemployed, not engaged in any government or private sector job, not self-employed, and a bona fide resident of Himachal Pradesh. The applicant should have completed a minimum of 10+2 level education from a board, university, or institution recognized by the H.P. Government. It is compulsory to be registered with an Employment Exchange in Himachal Pradesh for at least one year as of the application date. The combined annual family income, including that of the spouse, should not surpass Rs. Two Lakhs for the financial year preceding the application date. The age of the applicant must be between 20 to 35 years at the time of applying. They should not be self-employed, a dismissed government employee, convicted of a crime leading to

imprisonment for 48 hours or more, enrolled as a regular student, or a beneficiary of the Skill Development Allowance.

Once the application is saved, the user must click the "Submit" button for the final submission as shown below. After clicking the "Submit" button, the application form cannot be altered and will be sent to the employment exchange.

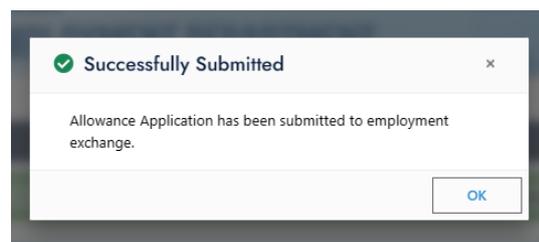
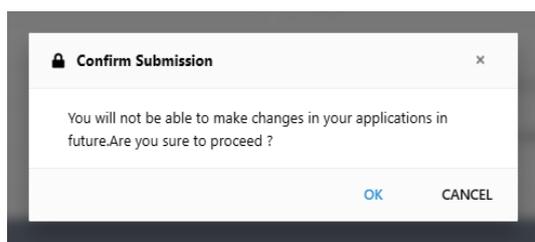


The screenshot displays a web form with three main sections:

- Address Information:** A single text field for "CORRESPONDENCE ADDRESS" containing "VILL. DHAR PO REWALSAR TEHSIL BALH DISTT.MANDI HP PIN 175023".
- Bank Account Information:** Fields for "IFSC", "ACCOUNT NUMBER", "BRANCH NAME" (containing "REWALSAR"), and "BANK NAME" (containing "PNB BANK").
- SUPPORTING DOCUMENT:** A file upload area with a "Choose File" button, "No file chosen" text, and a red error message: "Max File limit should be less than 1 MB.".

At the bottom right, there are two buttons: a green "Save" button and a blue "Submit" button with a lock icon, which is highlighted with a red rectangular box.

A confirmation popup will appear, prompting the user to click 'OK' to submit. Upon successful submission, a message will be displayed to the user.



The exchange officer will review the details and either approve the application or refer it back if discrepancies are found. The user will then receive an SMS notification on the registered mobile number regarding the approval or referral.

7.3 ISDA Allowance

To avail ISDA allowance, the user must move the cursor to Allowances and then to ISDA Allowance. The applicant can check the details and upload the supporting document and click on “Save” Button. The Department offers programs through Private Industrial Establishments aimed at enhancing the skills and employability of applicants but the candidate should fulfill the eligibility criteria.

The screenshot displays the 'Allowance Registration Form (ISDA)' web interface. At the top, there is a navigation menu with links for Home, Registration, Sponsoring, Master Information, Requests, Allowances, Allowance Bills, and Reports. A 'Sign Out' button is located in the top right corner. The form header shows the applicant's name as 'DEVI', a registration number, and the sub-office as 'Employment Exchange, Sarkaghat'. The form is divided into several sections: 'Basic Information' with fields for Date of Birth, Husband's Name (RAJESH KUMAR), Mother's Name (KAMLA DEVI), Registration Date (21/12/2013), and Renewal Date (01/02/2025); 'Information For Allowances' with fields for Annual Family Income (0), Mobile No (7018776839), and Email ID (ENTER EMAIL ID); 'Address Information' with a field for Correspondence Address; 'Bank Account Information' with fields for IFSC Code, Account Number, Branch Name, and Bank Name; 'Employed Details' with an Employment Status dropdown menu set to 'Select'; and 'SUPPORTING DOCUMENT' with a 'Choose File' button and a note that the maximum file limit is 1 MB. A green 'Save' button is positioned at the bottom right of the form.

An individual must be newly employed in any industry or industrial establishment, or engaged as an apprentice trainee as defined under the Scheme, or as a part-time worker. They must be a bona fide resident of Himachal Pradesh. There is no minimum educational qualification required for eligibility under the Scheme; applicants of any educational

level, including those who are illiterate, or have completed the 5th or 8th grade, are eligible. They must be registered with any Employment Exchange in Himachal Pradesh as of the application date. Applicants must be 18 years or older but under 36 years of age as of the application date. They should not have free residential facilities provided by the employer, nor should they be dismissed government employees. They must not have been convicted of any offense resulting in imprisonment for 48 hours or more. They should not have previously received Skill Development Allowance or Unemployment Allowance for 24 months. However, if they have received Skill Development Allowance or Unemployment Allowance for less than 24 months, they are entitled to the allowance under this Scheme for the remaining months, subject to meeting the eligibility conditions. This benefit is extended to every new employee in industries in Himachal Pradesh earning a gross monthly salary, emoluments, or stipend of Rs. 15,000 or less per month, where gross salary includes basic pay and all other monthly emoluments except bonuses or other annual incentives.

After clicking on “Submit” button, the candidate cannot make any changes in the application form and the allowance application will be submitted to employment exchange. The exchange officer will then check the details and will approve or refer back the application form if there are any discrepancies.

The screenshot shows a web form with three main sections:

- Bank Account Information:** Contains input fields for IFSC, ACCOUNT NUMBER, and BANK NAME (with a placeholder 'Bank Name'). Below these is a field for BRANCH NAME.
- Employed Details:** Features a dropdown menu for EMPLOYMENT STATUS, currently set to 'Unemployed'.
- SUPPORTING DOCUMENT:** Includes a file upload area with a 'Choose File' button and the text 'No file chosen'. A red note below states 'Max File limit should be less than 1 MB.'.

At the bottom right of the form, there are two buttons: a green 'Save' button and a blue 'Submit' button with a lock icon, which is highlighted with a red rectangular box.

The remainder of the process will follow the same procedures as the SDA and UMP allowance, as previously outlined.

8. Renewal of Registration

Applicants who are already registered on the portal can renew their registration every three years from the date of initial registration. Following the renewal date, a two-month grace period is allowed; however, applicants are encouraged to renew without delay. Registrations must be updated triennially or whenever a new qualification or work experience is added to the applicant's profile. Additionally, the software sends reminder SMS messages three times, every ten days, to the applicant's provided mobile number as the registration nears expiration.

Applicants wishing to renew their registration can do so by selecting the 'Candidate Corner' menu and then clicking on 'Online Renewal'.



The subsequent screen will prompt users to enter the required details and captcha to verify themselves before clicking the 'Get Details' button.

The image shows a screenshot of the 'Candidate's Renewal' form. The form has a dark blue header with the title 'Candidate's Renewal'. Below the header, there are four input fields: 'District *' and 'Exchange *' are dropdown menus with 'Select' as the placeholder; 'Registration No. *' is a text input field with 'REGISTRATION NO.' as the placeholder; 'Date of Birth *' is a text input field with 'DD/MM/YYYY' as the placeholder. Below these fields is a 'Verification Code' section with a captcha image showing 'uWnm87' and a text input field labeled 'Enter Captcha Text *'. A red 'Get Details' button is located below the captcha. At the bottom of the form, a red banner contains the text: 'All fields with (*) mark are mandatory to fill.'

After clicking, the user will be redirected to the renewal page, which displays the user's prefilled details and a 'Renew' button as illustrated below.

The screenshot shows a 'Renewal Detail' form with two main sections: 'Basic Information' and 'Renewal Information'. The 'Basic Information' section contains fields for Applicant Name, Date of Birth, Father's Name, Mother's Name, Registration Date, and Renewal Month. The 'Renewal Information' section contains fields for Next Renewal Month and Status, along with a Remarks text area. A 'Renew' button is highlighted with a red box at the bottom left.

Basic Information		
APPLICANT NAME *	DATE OF BIRTH *	Father's Name *
<input type="text"/>	<input type="text"/>	BACHITAR SINGH
MOTHER'S NAME	REGISTRATION DATE *	RENEWAL MONTH *
SHAKUNTLA DEVI	27/03/2015	May, 2024

Renewal Information	
NEXT RENEWAL MONTH *	STATUS
May, 2027	Accepted/Approved
REMARKS	
Self Renewal	

Users must click the 'Renew' button to renew their registration. Upon successful renewal, a success message box will appear, and users will also receive a confirmation SMS on their provided mobile number.

9. Application Fee

Note: There are no fees required for the Registration and Renewal Process.