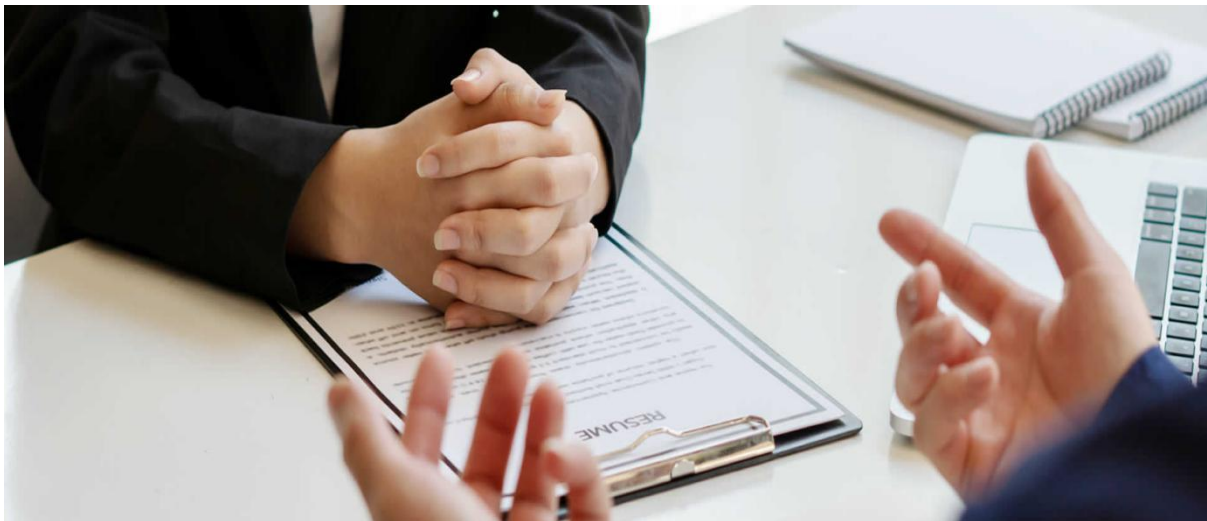




**HIMACHAL PRADESH
LABOUR AND EMPLOYMENT DEPARTMENT**

USER MANUAL BOOKLET FOR EMPLOYERS



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

E-mail: sio-hp@nic.in



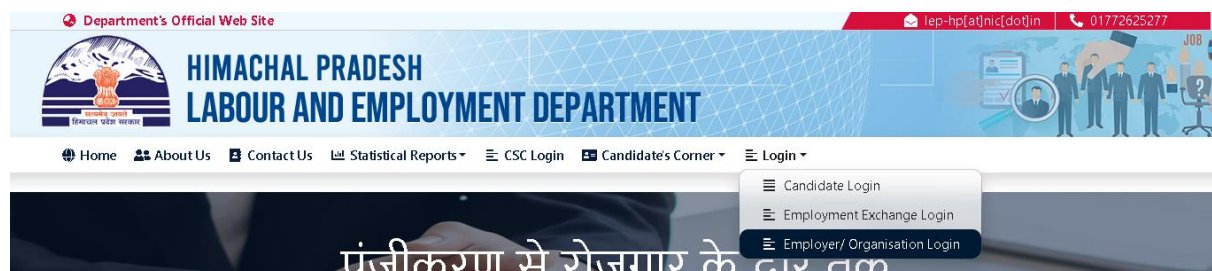
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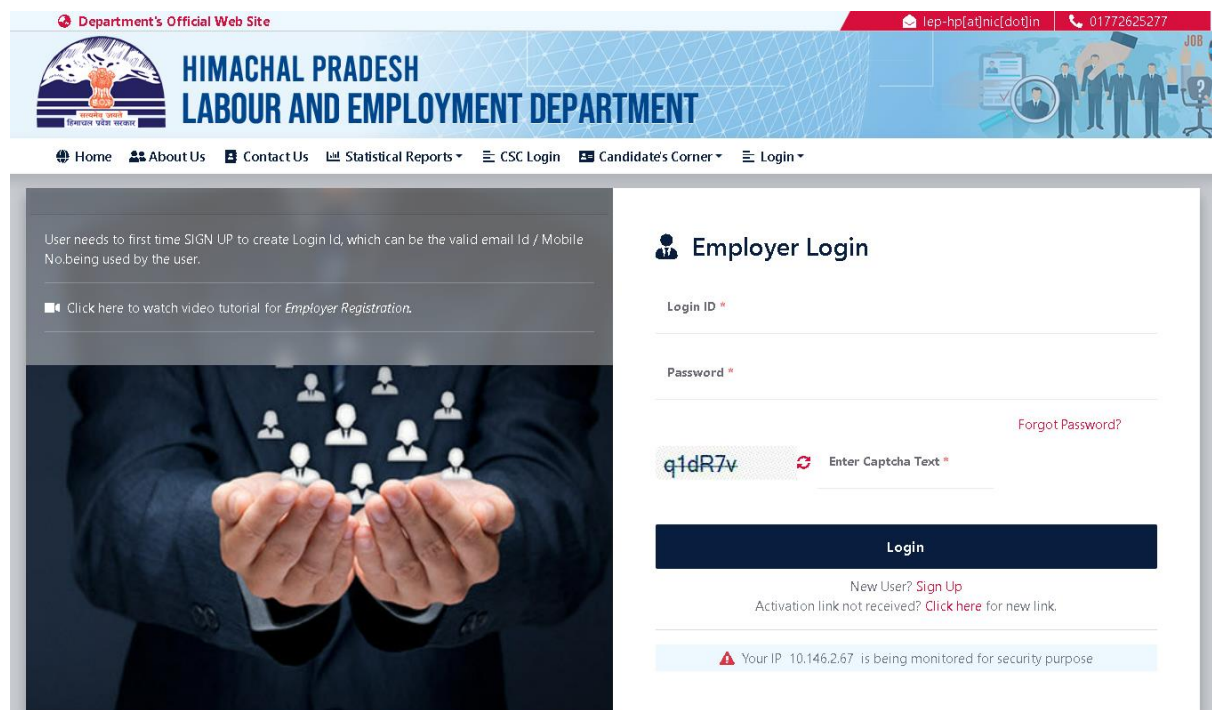
1. Online Registration

1.1 User Signup

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



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

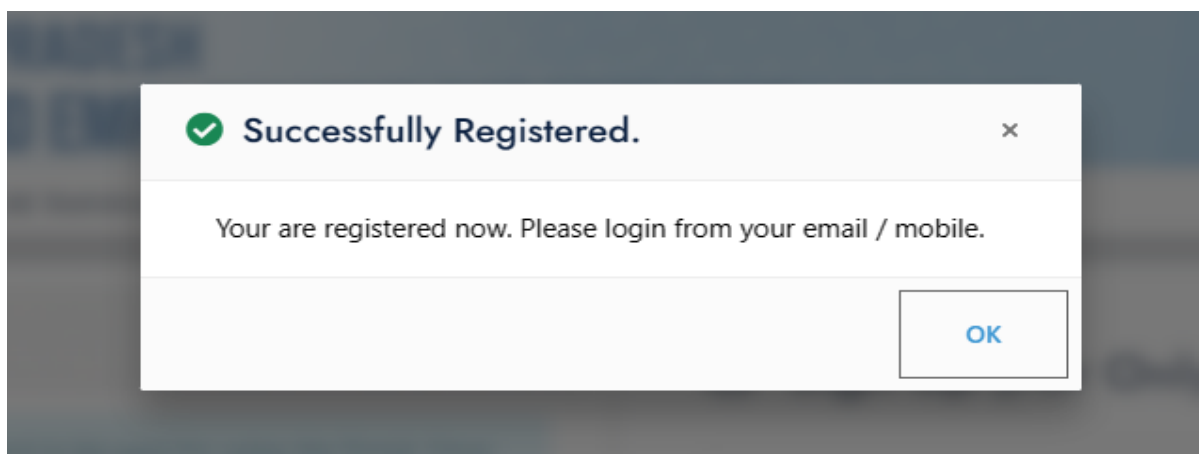


This directs the user to the signup page, where they can create a new account using their email or mobile number and establish a password.

Users must read the password instructions before setting up a password. Afterwards, they need to complete the captcha and click the Sign-up button.

The screenshot shows the 'Employer Sign Up' page. On the left, there is an 'INSTRUCTIONS' section with a note: 'The Password created can be any new password to be used for using the Portal. Once set the password can be changed at any time by the user.' Below this, a list of password requirements is provided: 'Is At least one letter', 'Is At least one capital letter', 'Is At least one number', 'Is At least one special character (\$#%&@)', and 'Is At least 6 characters and maximum 10 Characters'. A blue box at the bottom of the instructions says: 'SignUp using their Mobile No./Email Id which after verification allow them to login.' The main sign-up form includes fields for 'Organization Name *', 'Test Name', 'Employer's Mobile No. *', 'OR', 'Employer's Email Id *' (with a green 'Available' indicator), 'Employer@gmail.com', 'Password *', 'Confirm Password *', and 'Enter Captcha Text *' (with a refresh button and the text '5zayqv'). A dark blue 'Sign Up' button is at the bottom. A warning message at the very bottom states: 'Your IP 10.146.2.67 is being monitored for security purpose'.

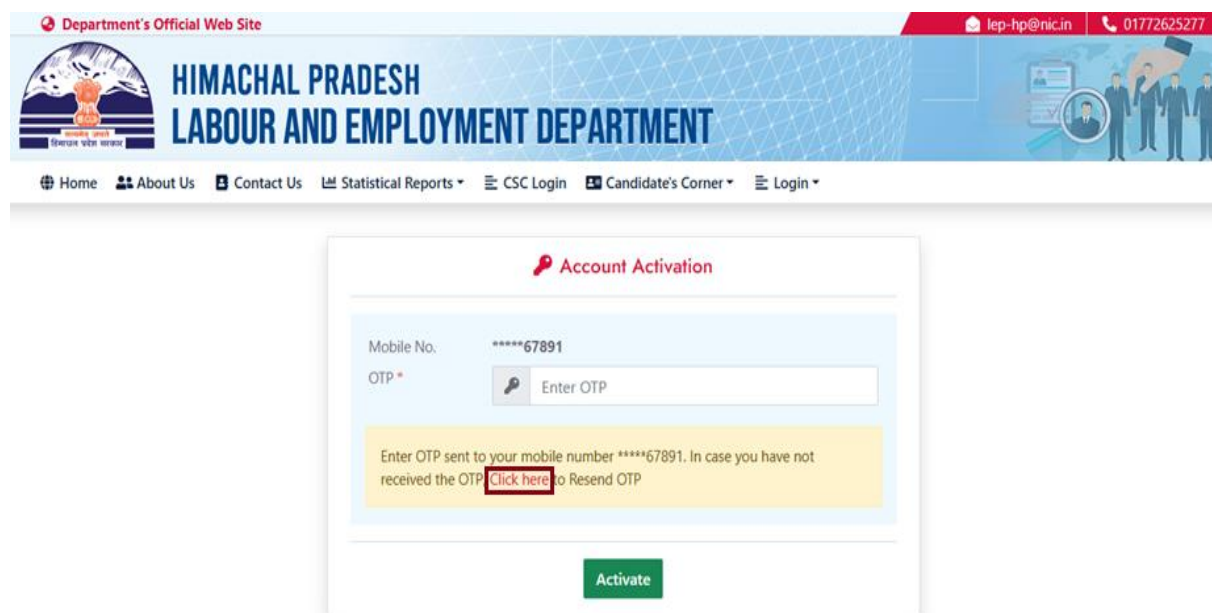
The user will receive a success message.



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'.

1.2 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.



The screenshot shows the 'Account Activation' page of the Himachal Pradesh Labour and Employment Department. The page header includes the department's name and logo, along with contact information: 'Department's Official Web Site', '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 main content area features a form with the following fields:

- Mobile No.: ****67891
- OTP *: Enter OTP

Below the form, a yellow message box states: 'Enter OTP sent to your mobile number ****67891. In case you have not received the OTP [Click here](#) to Resend OTP'. The 'Click here' link is highlighted with a red box. At the bottom of the form is a green 'Activate' button.

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


Department's Official Web Site lep-hp[at]nic[dot]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 watch video tutorial for *Employer Registration*.



Employer Login

Login ID *

Password *

[Forgot Password?](#)

YnC21e Enter Captcha Text *

Login

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

Your IP 10.146.2.67 is being monitored for security purpose

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

✔ **Activation Successful** ✕

Your account has been successfully activated. You can now log into your account using mobile no.

[OK](#)

✔ **Activation Successful** ✕

Your account has been successfully activated. You can now log into your account using email id.

[OK](#)

1.3 Registration

Upon successful login, the employer will be redirected to the registration page where they must fill in the required details. All information on this form is mandatory, including the TAN number and the TAN Document in PDF format. After entering all the necessary information, the user can click on the 'Save Details' button. A message confirming successful update will appear, and the application will be submitted to the employment exchange official for approval.



HIMACHAL PRADESH LABOUR AND EMPLOYMENT DEPARTMENT

Sign Out

EMPLOYER MUST HAVE A VALID EMAILID OR MOBILE NUMBER.

EMAILID OR MOBILE NUMBER WILL BE USER-ID TO LOGIN AFTER APPROVAL.

EACH TIME YOU CHANGE YOU EMAILID OR MOBILE NUMBER THE ACTIVATION/VARIFICATION IS MENDATORY FOR LOGIN PROCESS.

REGISTERED EMPLOYER CAN PUBLISH VACANCIES.

EMPLOYER REGISTRATION

This account has not been verified by directorate. Please submit your valid details and then wait for approval.

EMPLOYER NAME *	EMPLOYER EMAIL *	EMPLOYER MOBILE *
<input type="text" value="Test Organization"/>	<input type="text" value="TestEmp@gmail.com"/>	<input type="text" value="1234567899"/>
EMPLOYER TYPE *		
<input type="text" value="Private"/>		
EMPLOYER ADDRESS *		
<input type="text" value="F-11, 1st Floor, Kalkaji, Shimla"/>		
NATURE OF WORK *		
<input type="text" value="Some pharmacists concentrate on the dispensing of drugs, while others manage entire stores. Pharmacists work in pharmacies, hospitals, or nursing homes, dispensing drugs that require a doctor's prescription."/>		
STATE *	DISTRICT: *	PIN CODE *
<input type="text" value="Himachal Pradesh"/>	<input type="text" value="Shimla"/>	<input type="text" value="171213"/>

PROOF OF EMPLOYER IDENTITY

REGISTERED WITH *	REGISTRATION NO: *	REGISTRATION PROOF *
<input type="text" value="TAN"/>	<input type="text" value="123ADSFADS"/>	<input type="button" value="Choose File"/> <input type="text" value="sahil.pdf"/>

INDENTING OFFICER DETAIL

NAME *	DESIGNATION *	EMAIL: *
<input type="text" value="Test Name"/>	<input type="text" value="Sales Officer"/>	<input type="text" value="abc@gmail.com"/>
MOBILE NO: *		
<input type="text" value="12346567899"/>		

Users will be redirected to the dashboard where they can update their information by clicking the 'View Details' button and save any changes. This option is available until the application receives approval. An exchange official may return the application with comments specifying the reasons for rejection. Users are then required to amend the details and resubmit for approval. Upon successful approval or rejection, the employer will receive an SMS notification on the provided mobile number.

Department's Official Web Site lep-hp[at]nic[dot]in 01772625277

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LABOUR AND EMPLOYMENT DEPARTMENT**

SignOut

Test Organization
Pharmacists order and store medicines, keeping them safe, pure, and effective. Some pharmacists concentrate on the dispensing of drugs, while others manage entire stores. Pharmacists work in pharmacies, hospitals, or nursing homes, dispensing drugs that require a doctor's prescription.

Government Employers 15 	Private Employers 431 	Government Vacancies 0 	Private Vacancies 505
--	--	---	--

Test Organization

Vacancies Created **0**

Vacancies Published **0**

[View Profile](#)

Basic Information

Email	Mobile	Registered With
TestEmp@gmail.com	1234567899	TAN (SDFDS13211)
Address	Nature of work	
F-11, 1st Floor, Kalkaji, Shimla	Pharmacists order and store medicines, keeping them safe, pure, and effective. Some pharmacists concentrate on the dispensing of drugs, while others manage entire stores. Pharmacists work in pharmacies, hospitals, or nursing homes, dispensing drugs that require a doctor's prescription.	

Note: Employers can view the menus once the employment exchange officer has granted approval successfully.

2. Sponsoring

2.1 Searching for eligible candidates

Before posting a vacancy, employers can verify the eligibility of candidates for the position they wish to fill. To do this, employers should click on the 'Check Number of Eligible Candidates' option in the sponsorship menu. This action will redirect them to the page below. On this page, employers can filter candidates by category, gender, required qualifications for the vacancy, or by selecting the NCO code. After setting the desired parameters, clicking on the 'Check Number of Eligible Candidates' button will display the count of eligible candidates.

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LABOUR AND EMPLOYMENT DEPARTMENT**

Dashboard | Sponsoring | SignOut

NCO / Qualification Wise Search Candidates

Category*
All

Gender*
 MALE FEMALE ALL

Preferences*
Any

QUALIFICATION AND SPECIALISATION REQUIRED (AND for combination of qualifications ,OR for Alternate Qualifications)

Main Qualification
 Matriculates / 10th Standard Pass x AND

Additional Qualification 1
 Higher & Senior Secondary / ITI ... x AND

Additional Qualification 2
 Select x OR

NCO: 8322.10-Driver, Car x

▶ CHECK NO. OF ELIGIBLE CANDIDATES

Show 10 entries Search:

SNo	Desired Qualification	Candidates
1.	Matriculates / 10th Standard Pass/ 10+2 Non-Medical	79

Showing 1 to 1 of 1 entries Previous 1 Next

2.2 Adding Vacancies

To create a vacancy listing, employers should navigate the menu by choosing Sponsoring -> Vacancy -> Add Vacancy. This will lead to a form where they can enter details of the vacancy. The form allows employers to fill in extensive details about the vacancy, such as its association with a job fair, the number of positions, and the job title. Employers can allocate positions for each category by using the "Add" button, ensuring the total does not exceed the amount stated in the "Number of Posts" field. They can also select the necessary qualifications and occupation (NCO). By clicking the "Check No. of Eligible Candidates" button, they can see how many candidates fulfil these criteria. Furthermore, employers can provide contact information for the officer handling the vacancy, aiding candidates in getting assistance during the application process. To finalize the process, clicking the "SAVE" button will add the vacancy to the listing.

ADD VACANCY

Vacancy*: 1/2024 [House Keeping] Job Fair*: NOT IN JOB FAIR Description*: House Keeping

Post Designation*: Sweeper Posting Place*: KALA AMB Number Of Posts*: 2 Salary Offered*: 12000

Age From*: 01/01/1980 Age To*: 01/01/2000 Gender*: MALE FEMALE BOTH Physically Handicapped?

Category*: Select No. Of Posts (Category)*: NO. OF POSTS **+ ADD**

SNo	Category	No. of Posts	Action
1.	General		2

QUALIFICATION AND SPECIALISATION REQUIRED (AND for combination of qualifications ,OR for Alternate Qualifications)

Main Qualification*: Matriculates / 10th Standard ... AND Additional Qualification 1: Select AND Additional Qualification 2: Select OR

Select AND Select AND Select OR

Select AND Select AND Select OR

Nco: Select **▶ CHECK NO. OF ELIGIBLE CANDIDATES**

SNo	Desired Qualification	Candidates
1.	Matriculates / 10th Standard Pass	675250

INDENTING OFFICER DETAIL

Name: RAKESH Designation: Accountant Email*: Acc.shpl@gmail.com

Contact No.*: 9736670147 9813710298

INTERVIEW DETAIL

ALSO ALLOW OTHERS TO APPEAR WALK-IN INTERVIEW WHICH ARE NOT SHORTLISTED BY YOU.

Interview From Date*: 15/05/2024 Interview To Date*: 15/05/2024 Time*: 11 AM Place*: kala amb

▶ Save

2.3 Edit Vacancy

To modify a vacancy, an employer should go to the menu and select Sponsoring -> Vacancy -> Edit Vacancy. This will open a form to change the vacancy details. Also, by clicking the "Edit" icon in the grid, the

employer will access the "Add Vacancy" page, which contains pre-filled information that can be updated. After making the necessary changes, they can save the updates by clicking the "Save" button.

SNo	Vacancy	Posts	Designation	Age B/W	Interview Date Time	Action
1.	1/2024 [House Keeping]	2	Sweeper	01/01/1980 TO 01/01/2000	15/05/2024 TO 15/05/2024 Time:11 AM	
2.	2/2024 [F & sERVICE]	4	WAITER	01/01/1980 TO 01/01/2000	15/05/2024 TO 15/05/2024 Time:11 AM	

Showing 1 to 2 of 2 entries

Previous 1 Next

Note: After a vacancy is submitted, the exchange official will review and publish it. Once it is published, candidates will be able to apply for the vacancy through their login, as it will be displayed on their dashboard.

2.4 Call for Interview

To initiate an interview call, the user must navigate through the menu by selecting 'Sponsoring', then 'Shortlisting', and finally 'Interview Letters'. This will open a form displaying the vacancy details, and interview letters will be generated and dispatched to the candidate's email.

SNo	Vacancy	Designation	Age B/W	Interview Date Time	Posts	Shortlisted Candidates	Generate Letters
1.	1/2024 [sdsfsd]	fdsfsd	29/01/1990 TO 14/05/2024	14/05/2024 TO 17/05/2024 Time:10:30 AM	3	115	

Showing 1 to 1 of 1 entries

Previous 1 Next

Clicking on the "Shortlisted Candidates" column count will display a popup containing the details of the candidates who have been shortlisted.

SHORTLISTED CANDIDATES



SNo	REG NO	NAME	QUALIFICATION	ADDRESS	MOBILE NO.	AGE	GENDER
1.	18	ABHAY RANA		VILL TUTUA PO HARIPUR TI	82	21	M
2.	14	ABHISHEK		VILLJOL.P.O BIR BAGHERA,	78	24	M
3.	20	ABHISHEK		VPO BERI RAZADIAN TEH S	78	21	M
4.	18	ABHISHEK CHAUDHARY		VILLAGE CHOWKI CHURAN HP-177038	83	22	M
5.	18	ABHISHEK KAUNDAL		VILL BASDI P.O KOHALA TE PIN CODE 176036	98	23	M
6.	17	ABHISHEK KUMAR		VILL BANORARU P.O YOL C CODE 176052	78	25	M
7.	21	ADITYA RANA		VPO BATUHI TEH/DISTT UN	82	21	M
8.	16	AJAY KUMAR		VPO LOHARLI TEH DHATWA	94	26	M
9.	18	AJAY KUMAR		V.P.O DAWAHAN TEH KOTL	82	23	M
10.	20	AKASH		VILL KUTLAHAR PO TALAR CODE 176051	88	26	M
11.	18	AKHIL KUMAR		V.P.O. SUKKAR TESIL DHAR	75	22	M
12.	19	AKSHAY KUMAR		VILLAGE BHATKA POST OFF CHAMBA 176207	88	23	M
13.	23	AKSHIT CHOUDHARY		VPO LOHARLI TEHSIL GHAN	81	18	M
14.	21	AMANDEEP DEOL		VILL MOKHAS PO KHURWA	98	22	M
15.	15	AMANDEEP SINGH		VPO PANJAWAR, TEHSIL HA		31	M
16.	16	AMIT KUMAR		VILLAGE CHAMARLA POST KULLU HIMACHALPRADESH	82	27	M
17.	16	ANKUSH CHAUDHARY		V.P.O AMLELA TEH JAWALI	70	25	M
18.	15013136011	ANKUSH KUMAR		VILLUPPER KUNSAL P.O.TH	82	27	M
19.	19022151007	ANUJ KUMAR KAUNDAL		VILLJHANDWIN BRHMNA I DISTT.HAMIRPUR H.P.	85	28	M

2.5 Interview Result

To record attendance and candidate selection, users should navigate the menu by choosing Sponsoring -> Shortlisting -> Interview Result. This will display a form detailing the vacancy, allowing the employer to mark attendance and select candidates for appointment.

CONDUCT INTERVIEW & ENTER RESULT

Vacancy:

1/2024 [sasdfs]

SNo	Vacancy	Age B/W	Interview Date Time	Posts	Shortlisted	Action
1.	1/2024 [sasdfs]	29/01/1990 TO 14/05/2024	14/05/2024 TO 17/05/2024 Time:10:30 AM	3	0	Mark Attendance Select Candidates

Clicking the "Mark Attendance" button in the Action Column will display a list of candidates along with their details. The employer is then required to mark the attendance for those candidates who are present for the interview by selecting the corresponding checkbox.

Mark shortlisted candidates attendance who come for appearing in interview by clicking Attended Checkbox

1/2024 [sasdfs] ● SHORTLISTED ○ NOT SHORTLISTED

Show entries Search:

SNo	Attended	Reg No	Name	Address	Mobile	Age	Gender
1.	<input type="checkbox"/>	181	ABHAY RANA	VILL TUTUA PO HARIPI	82	21	M
2.	<input type="checkbox"/>	141	ABHISHEK	VILLJOL,P.O BIR BAGH	78	24	M
3.	<input type="checkbox"/>	201	ABHISHEK	VPO BERI RAZADIAN T	78	21	M
4.	<input type="checkbox"/>	180	ABHISHEK CHAUDHARY	VILLAGE CHOWKI CHU HP-177038	82	22	M
5.	<input type="checkbox"/>	181	ABHISHEK KAUNDAL	VILL BASDI P.O KOHAL PIN CODE 176036	98	23	M
6.	<input type="checkbox"/>	170	ABHISHEK KUMAR	VILL BANORARU P.O Y CODE 176052	78	25	M
7.	<input type="checkbox"/>	210	ADITYA RANA	VPO BATUHI TEH/DIST	82	21	M
8.	<input checked="" type="checkbox"/>	160	AJAY KUMAR	VPO LOHARLI TEH DH	94	26	M
9.	<input type="checkbox"/>	180	AJAY KUMAR	V.P.O DAWAHAN TEH I	82	23	M
10.	<input type="checkbox"/>	200	AKASH	VILL KUTLAHAR PO TA CODE 176051	88	26	M
11.	<input type="checkbox"/>	180	AKHIL KUMAR	V.P.O. SUKKAR TESIL D	75	22	M
12.	<input type="checkbox"/>	190	AKSHAY KUMAR	VILLAGE BHATKA POST CHAMBA 176207	88	23	M
13.	<input type="checkbox"/>	230	AKSHIT CHOUDHARY	VPO LOHARLI TEHSIL C	81	18	M
14.	<input type="checkbox"/>	210	AMANDEEP DEOL	VILL MOKHAS PO KHU	98	22	M
15.	<input type="checkbox"/>	150	AMANDEEP	VPO PANJAWAR, TEHSI		31	M

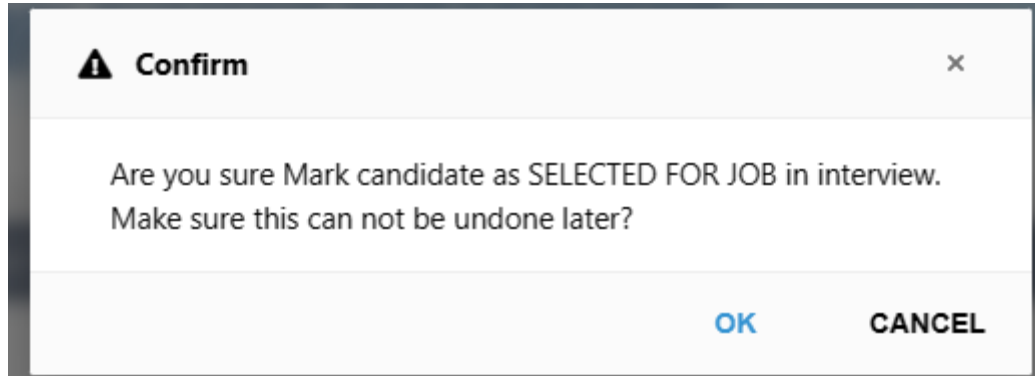
Clicking the "Select Candidate" button in the Action Column will display a list of candidates who have attended the interview, along with their details. The employer should then choose the candidates who have been selected from the interview.

Show entries Search:

SNo	Selected	Reg No	Name	Address	Mobile	Age	Gender
1.	<input checked="" type="checkbox"/>	160	AJAY KUMAR	VPO LOHARLI TEH DHAT	94	26	M
2.	<input checked="" type="checkbox"/>	150	ANKUSH KUMAR	VILL.UPPER KUNSAL P.O.:	82	27	M
3.	<input type="checkbox"/>	180	NIKHIL ATTRI	VILL KANLOG P.O BANAF	70	24	M

Showing 1 to 3 of 3 entries Previous **1** Next

A confirmation popup will display important instructions for selecting the candidate as shown below. Upon clicking 'Ok', the candidate will be selected.




2.6 Appointment

To appoint a candidate, users should navigate through the menu by selecting 'Sponsoring', then 'Shortlisting', and finally 'Appointment'. This will display a form with vacancy details, where the employer can generate and send appointment letters to the candidates.

GENERATE & SEND APPOINTMENT LETTERS TO CANDIDATES

Vacancy: 1/2024 [sasdfs]

SNo	VACANCY DESC	NO. OF POST	POST DESIGNATION	INTERVIEW DATE TIME	SELECTED	APPOINTMENT
1.	1/2024 [sasdfs]	3	fdsfsf	14/05/2024 TO 17/05/2024 Time:10:30 AM	2	

GENERATE APPOINTMENT LETTERS & SEND CONFIRMATION

CTC/ANNUM: * JOINING DATE: * PROBATION: *

[← GENERATE LETTERS](#) [↩ SEE DRAFT LETTERS](#)

The employer is required to input the annual CTC, specify the joining date and probation period, then click on "Generate letters" to dispatch emails to the chosen candidates.

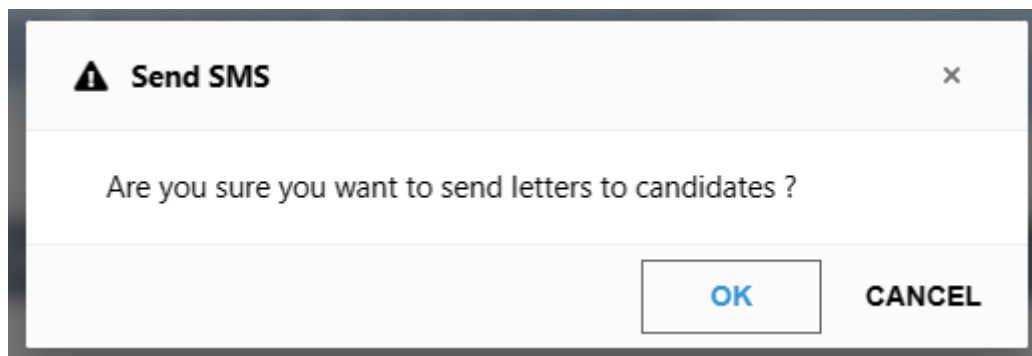
Employers can view the report by clicking on "See Draft Letters," where the appointment letters for all selected candidates will be displayed.

Clicking on the "Selected" column will bring up a modal displaying the count and details of the selected candidates.



SNo	REG NO	NAME	ADDRESS	MOBILE NO.	AGE	GENDER
1.	160	AJAY KUMAR	VPO LOHARLI TEH	9	26	M
2.	150	ANKUSH KUMAR	VILLUPPER KUNSI	8	27	M

A confirmation popup will appear, prompting the employer with the question, "Are you sure you want to send letters to candidates?" Upon clicking the "OK" button, the mail will be dispatched to the candidates.



2.7 Joined Candidates

Once an applicant is selected and has joined the company, the employer must inform the exchange officials whether the selected candidate has joined or not. To do this, users should navigate through the menu by selecting 'Sponsoring', followed by 'Shortlisting', and then 'Joined Candidates'. This action will display a form with the vacancy details, where the employer is required to select the relevant vacancy.

JOINING OF SELECTED CANDIDATES

Vacancy: 1/2024 [sasdfs]

SNo	Vacancy	Posts	Designation	Interview Date Time	Selected	Action
1.	1/2024 [sasdfs]	3	fdsfsf	14/05/2024 TO 17/05/2024 Time:10:30 AM	2	

The system now displays vacancy details along with the selected candidates. Employers can view the details of selected candidates by clicking on the number in the 'Selected Candidates' column, which will trigger a popup displaying their details as follows.

SELECTED CANDIDATES FOR THE VACANCY

SNo	REG NO	NAME	ADDRESS	MOBILE NO.	AGE	GENDER
1.	16	AJAY KUMAR	VPO LOHARLI TEH	94	26	M
2.	15	ANKUSH KUMAR	VILLUPPER KUNSA	82	27	M

Employers can confirm the joining by clicking the action button, which will display the details provided below.

JOINING OF SELECTED CANDIDATES

Vacancy: 1/2024 [sasdfs]

SNo	Vacancy	Posts	Designation	Interview Date Time	Selected	Action
1.	1/2024 [sasdfs]	3	fdsfsf	14/05/2024 TO 17/05/2024 Time:10:30 AM	2	

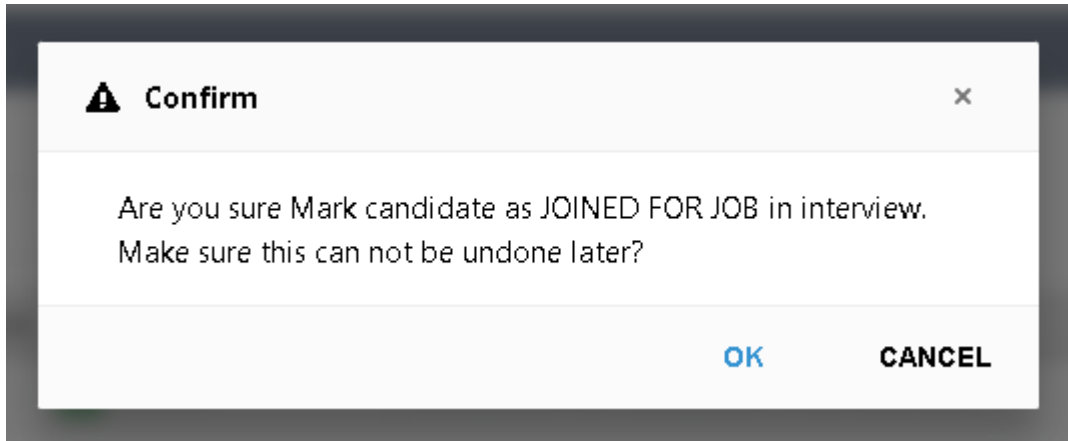
Joining Against The Vacancy: 1/2024 [sasdfs]

Show 50 entries Search:

SNo	Joined	Reg No	Name	Address	Mobile	Age	Gender
1.	<input checked="" type="checkbox"/>	1605	AJAY KUMAR	VPO LOHARLI TI	94	26	M
2.	<input type="checkbox"/>	1501	ANKUSH KUMAR	VILLUPPER KUN	82	27	M

Showing 1 to 2 of 2 entries Previous 1 Next

Employers must click the 'joined' button to confirm a candidate's acceptance of the vacancy. Upon clicking, a confirmation message will be displayed.



The employer must click the 'OK' button to confirm. Once confirmed, the user will no longer be able to make further changes, and the applicant will be marked as having joined for the vacancy as indicated below.

JOINING OF SELECTED CANDIDATES

Vacancy: 1/2024 [sasdfs]

SNo	Vacancy	Posts	Designation	Interview Date Time	Selected	Action
1.	1/2024 [sasdfs]	3	fdsfsf	14/05/2024 TO 17/05/2024 Time:10:30 AM	2	

Joining Against The Vacancy: 1/2024 [sasdfs]

Show 50 entries Search:

SNo	Joined	Reg No	Name	Address	Mobile	Age	Gender
1.	<input checked="" type="checkbox"/>	16	AJAY KUMAR	VPO LOHA	94	26	M
2.	<input type="checkbox"/>	15	ANKUSH KUMAR	VILLUPPER	82	27	M

Showing 1 to 2 of 2 entries

Previous **1** Next

3. Changing Password

If a user wishes to change their password, they should click on the 'Sign Out' button. A popup will appear, providing the option to change the password.

Upon choosing 'Change Password', users will be redirected to the form described below. They must enter their current password and then create a new password following the guidelines outlined in the password policy. Afterward, users should click on the 'Proceed' button. A confirmation popup will appear, prompting users to click the 'OK' button to confirm. Upon completion, users will receive a message confirming the successful change of their password.

4. Change Email / Mobile

If a user wishes to change their email/ mobile, they should click on the 'Sign Out' button. A popup will appear, providing the option to change the email / mobile.

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HIMACHAL PRADESH LABOUR AND EMPLOYMENT DEPARTMENT

Dashboard | Sponsoring

Micro Turner VI
AUTOMOBILE COMPANIES

Government Employers: 15
Private Employers: 431
Government Vacancies: 0

Micro Turner VI
Vacancies Created: 1
Vacancies Published: 1
[View Profile](#)

Basic Information

Email: [Verified] | Mobile: []

Address: VILL. HARRAIPUR P.O. GURUMAJRA TEHSIL BADDI, DISTT SOLAN H.P.

Nature of work: AUTOMOBILE COMPANIES

Role: Employer
Last Login: Thu 16 May 2024 10:24 AM

Change Password
Activity Log
Change Email/Mobile

On clicking will direct the user to the respective interface.

Change Email / Mobile

Applicant Name: [] | Mobile No.: []
Email ID: Manoj

[Add New Request](#)

No Request Found

To update contact information, the user should click on the 'Add New Request' button. A popup will then appear, prompting the user to enter the new email or mobile number that the applicant wishes to change. After entering the mobile number or email, the user must click 'Save' to submit the updated details.

Change Email/ Mobile

Applicant Name [REDACTED] Mobile No.: [REDACTED] Email ID: [REDACTED]

MOBILE NUMBER ✔ Available

1234567893

EMAIL ID

ENTER EMAIL

Save **Close**

Note:
Please fill the form carefully.
Once you submitted this form your login id will be changed to new email/mobile

After the record is saved, a popup message will be displayed. An OTP will be sent to the user's mobile number, or a verification link will be sent to their email address, which the exchange officer will utilize to confirm these details.

✔ OTP Sent


An OTP has been sent to your registered mobile no *****7893.
The OTP is valid for 20 mins only.

OK

The following screen will appear where user have to click on verify mobile as shown below.

Change Email / Mobile		
Applicant Name : [REDACTED]	[REDACTED]	Mobile No. : [REDACTED]
Add New Request		
ApplicationNo	Old Email / Mobile	New Email / Mobile
9726	[REDACTED]	1234567893
		Request Initiated 06-05-2024 17:02:55 Verify Mobile

A new screen will appear where the user must enter the OTP sent to the user's new mobile number, or click on the link sent to the email address provided.



Change Mobile No.

Mobile No. Verification

Mobile No. 1234567893

Enter OTP *

Enter OTP

Enter Captcha Text *

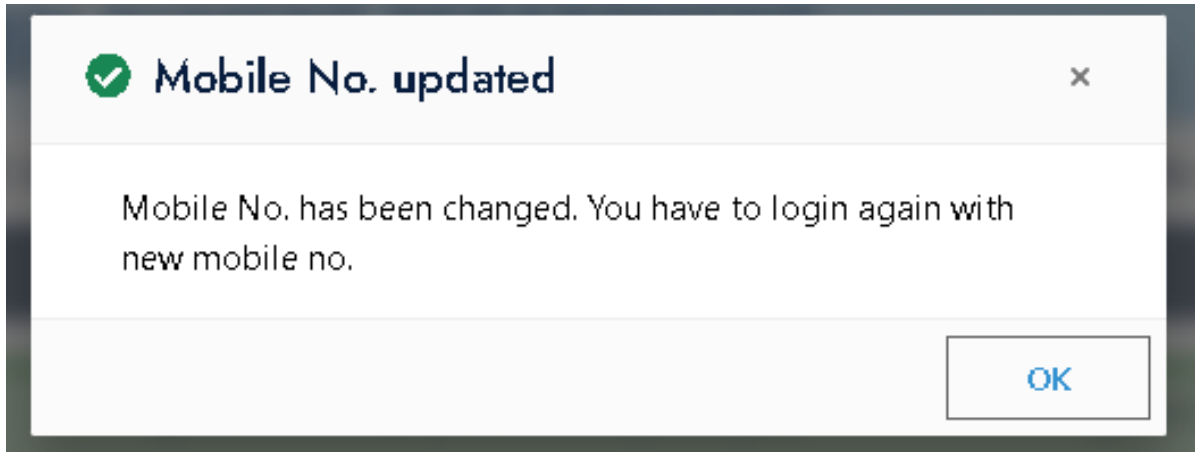
La2aR4

Enter Captcha Text

Enter OTP sent to your mobile number *****7893. In case you have not received the OTP, [Click here](#) for new OTP

Submit

The user will enter the OTP, input the captcha, and then click on the submit button. A message confirming success will be displayed.



The user will be redirected to the previous screen where they can view the old email or mobile number, alongside the updated email or mobile number, and the status of their request.

Change Email / Mobile			
Applicant Name : [REDACTED]		Mobile No. : 1234567893	
Email ID : [REDACTED]			
Add New Request			
ApplicationNo	Old Email / Mobile	New Email / Mobile	Status
9726	[REDACTED]	1234567893	Request Completed 06-05-2024 17:02:55