

Annexure-A

Guidelines for online Registration and Renewal of Registration in Employment Exchanges on the eEMIS (Employment Exchange Management Information System Portal):

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/counseling 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.

FOR APPLICANTS REGISTERING FOR THE FIRST TIME ON eEMIS:

A. 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 Bonafied 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.

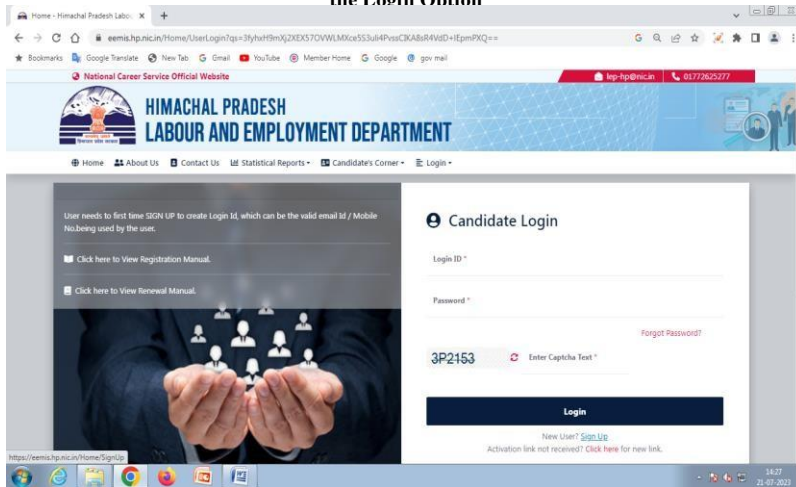
B. Procedure for Online Registration

1.

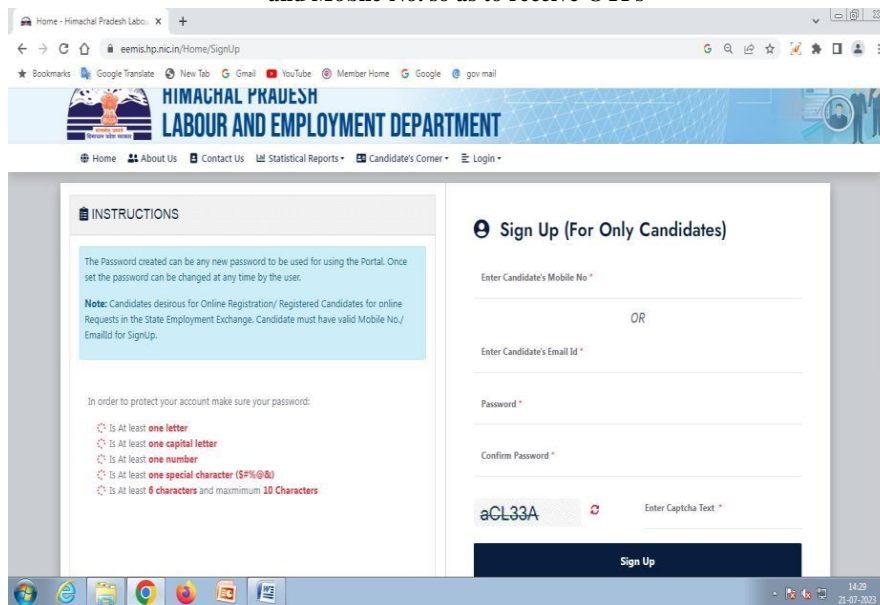
Candidate registration on eEMIS portal (<https://eemis.hp.nic.in/>) Himachal Pradesh



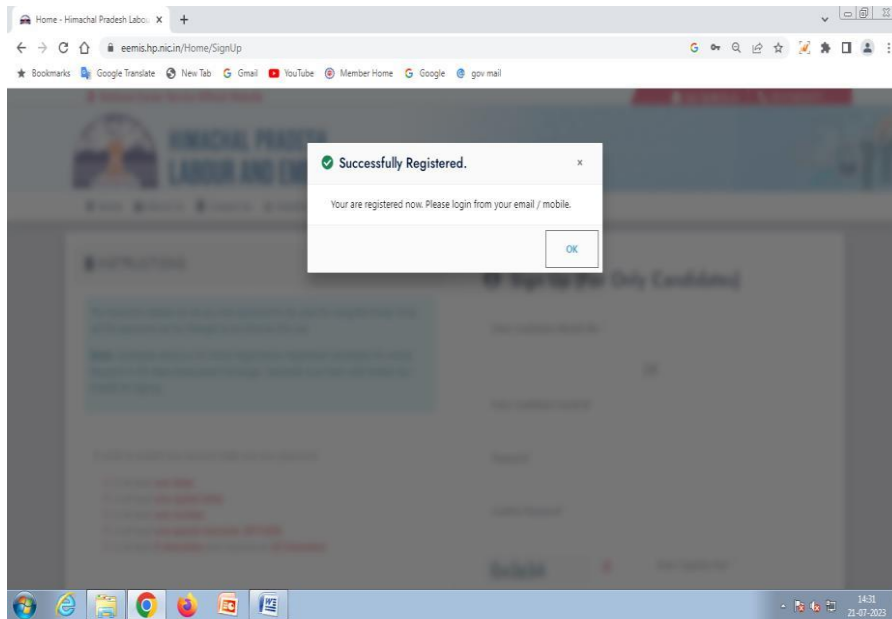
2. After choosing Applicant Login candidate will choose Sign Up Option below the Login Option



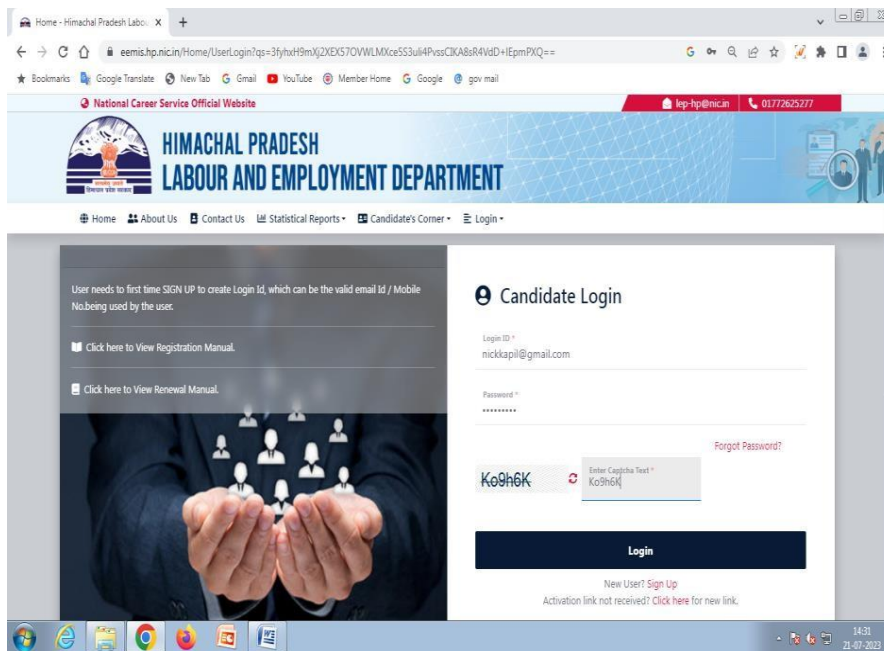
3. Candidate will fill the Sign up form details carefully entering valid e Mail Ids and Mobile No. so as to receive OTPs



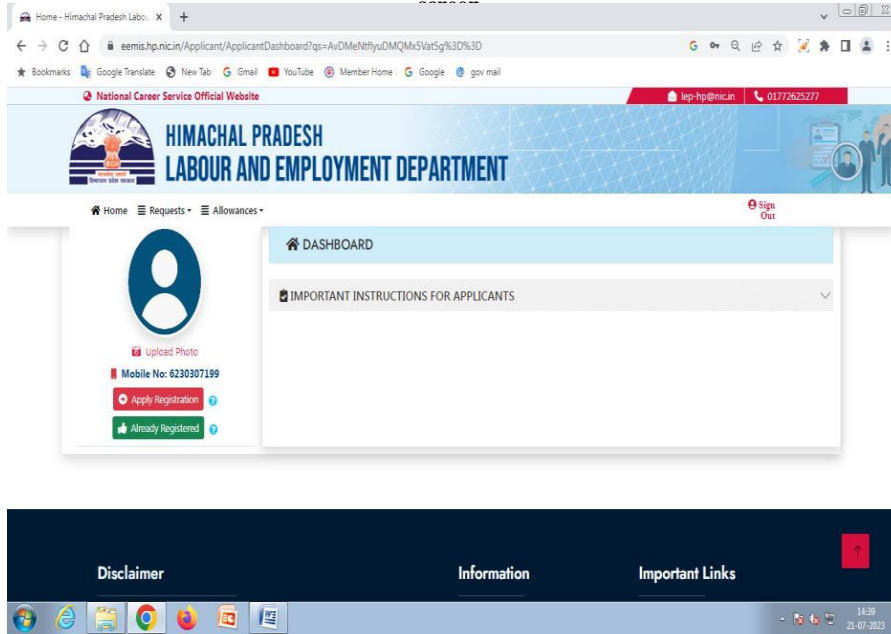
4. Message showing successful registration will appear on the screen



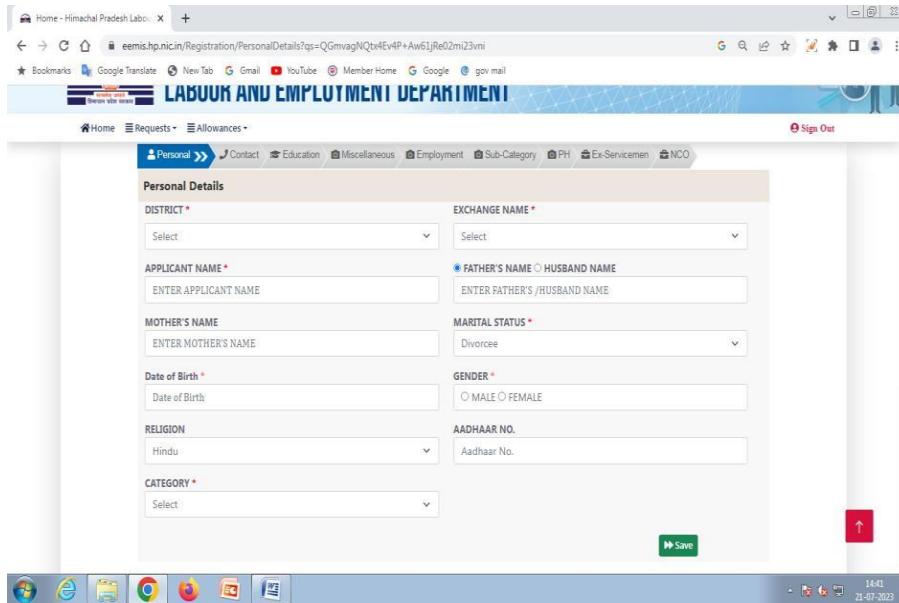
5. After successful Sign Up Candidate will Login with user credential as shown below



6. After successful Login candidate will find home page of his/her User on



7. Candidate will fill personal detail after clicking on Apply Registration



8. After filling personal detail applicant will fill contact detail and click on save details.

Applicant Name: PRATISHHA THAKUR | Registration No: 23070602005 | Regional Employment Exchange, Shimla

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

Contact Details

MOBILE NUMBER: 9816118937 | EMAIL ID: contactpratishthakur@gmail.com

District: Shimla

AREA TYPE: RURAL URBAN | TEHSIL: Select

VILLAGE: Select | PO: ENTER POST OFFICE

STREET BUILDING: ENTER STREET/BUILDING | PINCODE: 171219

ALTERNATE PHONE NUMBER: ENTER PHONE NUMBER

PERMANENT ADDRESS: SUMMER BREEZE ABOVE RAILWAY LINE SHOGHI SHIMLA

9. While filling Education Details applicant should have pdf files of all his/her qualifications to be added.

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

Educational Qualification Details

+ Add New Qualification

Show 10 entries | Search: []

SNo	Qualification	Marks(%)	Passing Year	Status	Action
1.	Matriculates / 10th Standard Pass	90.00	2015	Accepted/Approved 06/07/2023	[Edit] [Delete]
2.	10+2 Medical	70.20	2017	Accepted/Approved 06/07/2023	[Edit] [Delete]
3.	BA	82.50	2020	Accepted/Approved 06/07/2023	[Edit] [Delete]
4.	MA English	73.67	2022	Accepted/Approved 06/07/2023	[Edit] [Delete]

Showing 1 to 4 of 4 entries | Previous [] Next []

Note: Fill the Qualifications carefully.

10. Candidate will now fill miscellaneous details regarding Physical Information, Salary Expectation and Languages Known.

The screenshot shows a web browser window displaying the 'Miscellaneous Details' form. The form is divided into three main sections: Physical Information, Salary Expectation (Monthly), and Languages Known. The Physical Information section includes fields for EYESIGHT, HEIGHT, WEIGHT, CHEST NORMAL, and CHEST (EXPANDED), all with a value of 0.00. The Salary Expectation section includes fields for SALARY IN HOME DISTRICT, SALARY IN HP, and SALARY OUTSIDE HP, all with a value of 0.00. The Languages Known section is a table with columns for LANGUAGE, READ, WRITE, and SPEAK. The rows are Hindi, English, and Punjabi. Hindi and English have checked boxes in the READ, WRITE, and SPEAK columns. Punjabi has unchecked boxes. A green 'Save' button is located at the bottom right of the form. A red 'Note' box is visible at the bottom of the page.

Miscellaneous Details				
Physical Information				
EYESIGHT:	HEIGHT:	WEIGHT:	CHEST NORMAL	CHEST (EXPANDED):
0.00	0.00	0.00	0.00	0.00

Salary Expectation (Monthly)		
SALARY IN HOME DISTRICT:	SALARY IN HP:	SALARY OUTSIDE HP:
0.00	0.00	0.00

LANGUAGE	READ	WRITE	SPEAK
Hindi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Punjabi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Now applicant will update the Employment status in the following form.

The screenshot shows a web browser window displaying the 'Employment Detail' form. The form has a single dropdown menu for 'EMPLOYMENT STATUS *' with 'Unemployed' selected. A green 'Save' button is located at the bottom right of the form. A red 'Note' box is visible below the form, stating 'All fields with (*) mark are mandatory to fill.' The footer of the page contains a disclaimer, information about the department, and important links.

Employment Detail

EMPLOYMENT STATUS *
Unemployed

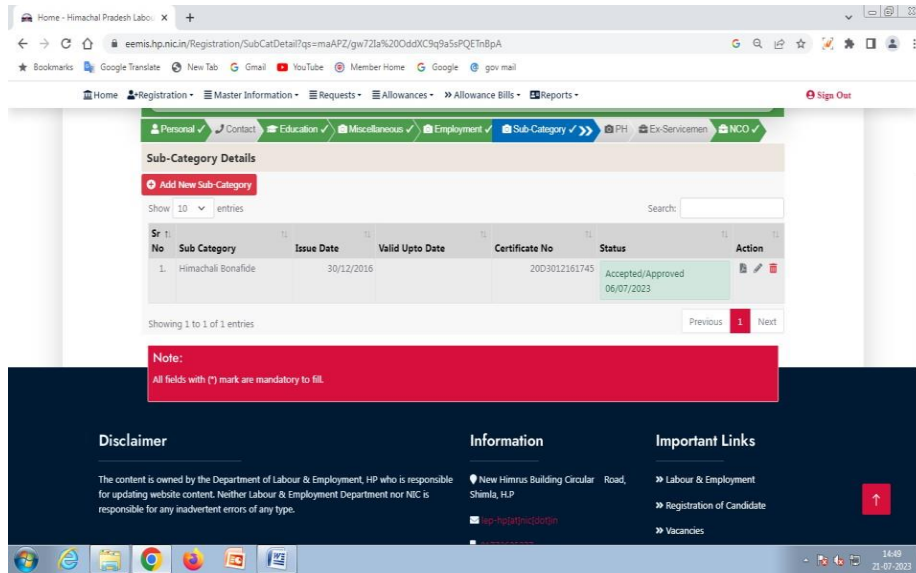
Note:
All fields with (*) mark are mandatory to fill.

Disclaimer
The content is owned by the Department of Labour & Employment, HP who is responsible for updating website content. Neither Labour & Employment Department nor NIC is responsible for any inadvertent errors of any type.

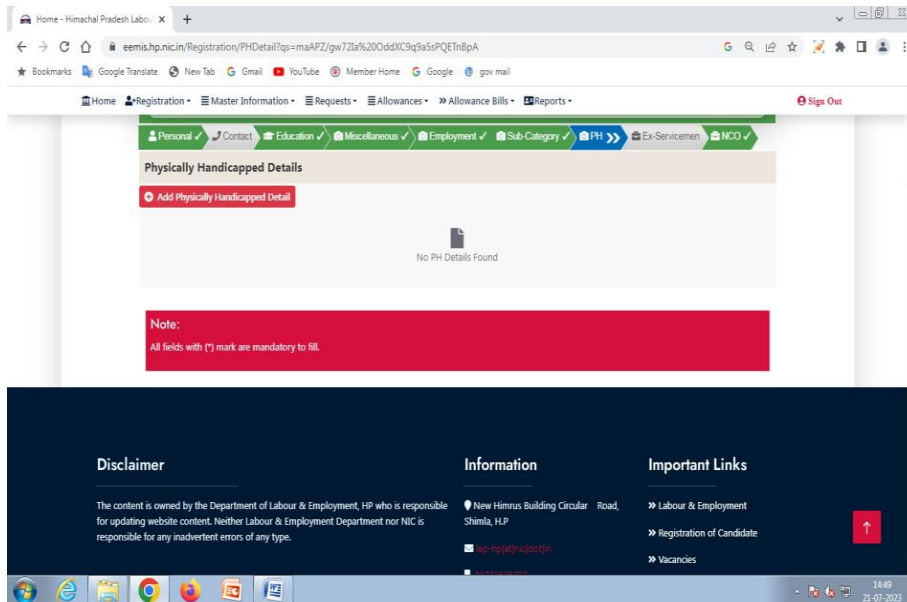
Information
New Himrus Building Circular Road, Shimla, HP
hp-hq@hpnic.gov.in
01772623277

Important Links
Labour & Employment
Registration of Candidate
Vacancies
Contact Us

12. The applicants belonging to reserved categories will fill details by clicking on Add New Sub-Category



13. The person with special abilities will have to fill their details carefully in this form by clicking on the Add Physically Handicapped details.



14. Followings details are to be entered carefully for Physically handicapped candidates while uploading valid documents

The screenshot shows a web browser window with the URL eemiss.hp.nic.in/Registration/PHDetail?qs=maAPZ/gw7Zla%20OoddXC3q9a5sPQEtnBpA. The page title is "Home - Himachal Pradesh Labo...". The main content area is titled "Add Physically Handicapped Detail". The form includes the following fields:

- PH TYPE ***: A dropdown menu with "Select" as the current value.
- PERCENTAGE ***: A text input field containing "PERCENTAGE".
- Registration Date**: A date input field with the format "dd/mm/yyyy".
- Document Details**: A section containing:
 - ISSUE DATE ***: A date input field with the format "dd/mm/yyyy".
 - VALID UPTO DATE**: A date input field with the format "dd/mm/yyyy".
 - CERTIFICATE NO ***: A text input field containing "CERTIFICATE NO".
- DOCUMENT ***: A file upload section with a "Choose File" button and a "No ...sen" button. A note below states "Max File limit should be less than 1 MB".

A green "Save" button is located at the bottom right of the form. The background shows a navigation menu with items like "Home", "Registration", "Master Information", "Requests", "Allowances", "Allowance Bills", and "Reports".

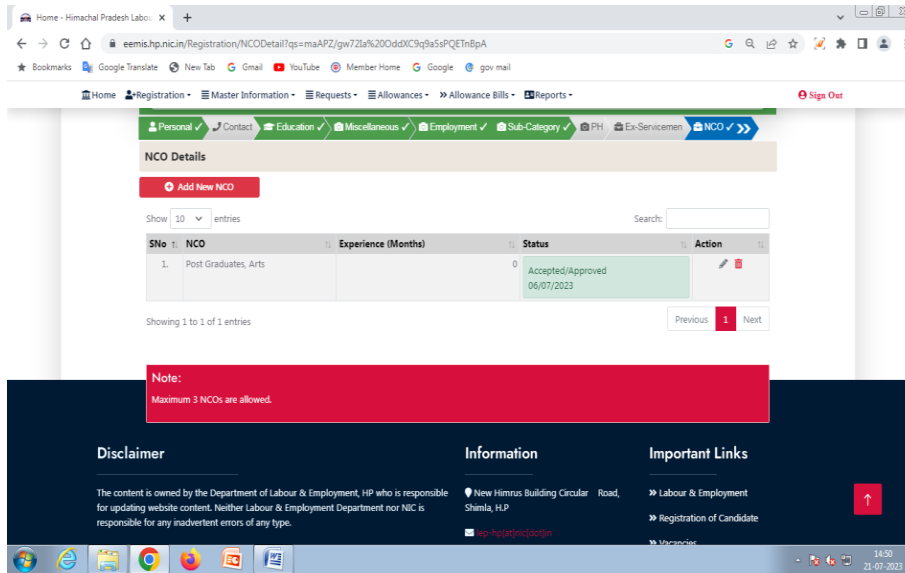
15. Followings details are to be entered by Ex Servicemen.

The screenshot shows a web browser window with the URL eemiss.hp.nic.in/Registration/ExServiceMenDet?qs=maAPZ/gw7Zla%20OoddXC3q9a5sPQEtnBpA. The page title is "Home - Himachal Pradesh Labo...". The main content area is titled "ExServiceMen Details". The form includes the following fields:

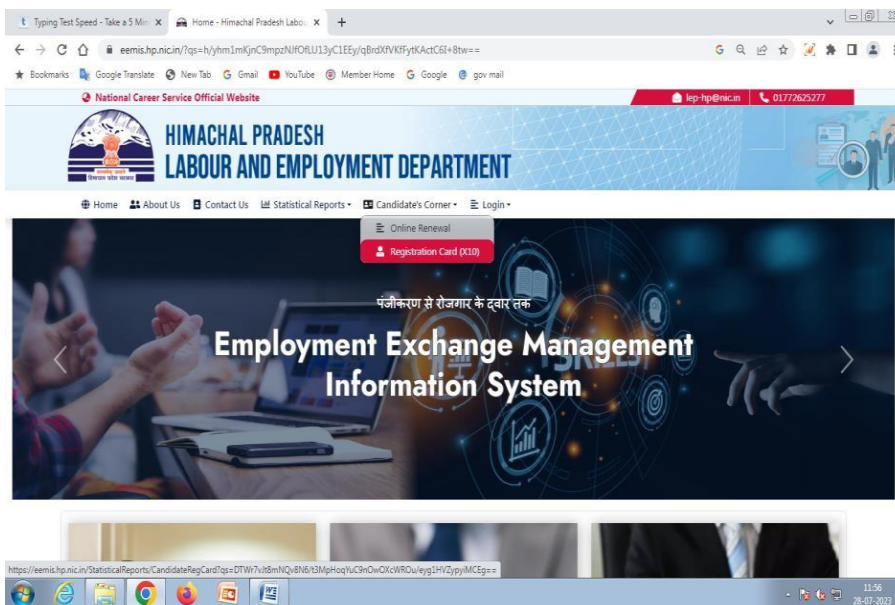
- FORCE NAME ***: A dropdown menu with "Select" as the current value.
- RANK ***: A dropdown menu with "Select" as the current value.
- REGIMENT NAME ***: A text input field containing "ENTER REGIMENT NAME".
- SERVICE NUMBER ***: A text input field containing "ENTER SERVICE NUMBER".
- MEDICAL CATEGORY ***: A dropdown menu with "Select" as the current value.
- CHARACTER ***: A dropdown menu with "Select" as the current value.
- ENROLMENT DATE ***: A date input field with the format "dd/mm/yyyy".
- DISCHARGE DATE ***: A date input field with the format "dd/mm/yyyy".
- REASON ***: A dropdown menu with "Select" as the current value.
- REMARKS**: A text area containing "ENTER REMARKS".
- Document Details**: A section containing:
 - ISSUE DATE**: A date input field with the format "dd/mm/yyyy".
 - VALID UPTO DATE**: A date input field with the format "dd/mm/yyyy".
 - CERTIFICATE NO**: A text input field containing "CERTIFICATE NO".
- DOCUMENT**: A file upload section with a "Choose File" button and a "No file chosen" button.

A red "Save" button is located at the bottom right of the form. The background shows a navigation menu with items like "Home", "Registration", "Master Information", "Requests", "Allowances", "Allowance Bills", and "Reports".

16. This form needs to be left blank by the candidate because the NCO will be allocated by the concerned employment exchange.



17. Candidates can download the Registration card after successfully registering themselves in the portal from login ID as well as from candidate corner in the home screen



C. Application Fee

- No fee is applicable for registration

D. Contact No and Email IDs for Query and any type of clarification:

- At Directorate of Labour & Employment:

E. Important Note:

- It is in the interest of the applicants to provide the correct and exact information, as it will not only enhance the chances of them getting better job opportunities, but will also help in giving them jobs according to their respective qualifications and experience mentioned in their application forms.
- Candidates are advised to give the correct status of employment & self-employment as it will help the concerned exchange for proper sponsorship as well as the private employers will be in better position to assess their willingness to work based upon the remuneration being offered by them.
- In case the information submitted by the registrants is found false or fake at any stage, they will be liable to face legal proceedings as per law. Further if the status of employment is not given correctly, then the name will be struck off from the Employment Exchange on verification/detection of such error.

