HIMACHAL PRADESH
LABOUR AND EMPLOYMENT DEPARTMENT

USER MANUAL BOOKLET FOR APPLICANTS

NATIONAL INFORMATICS CENTRE

HIMACHAL PRADESH STATE CENTRE SHIMLA

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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.

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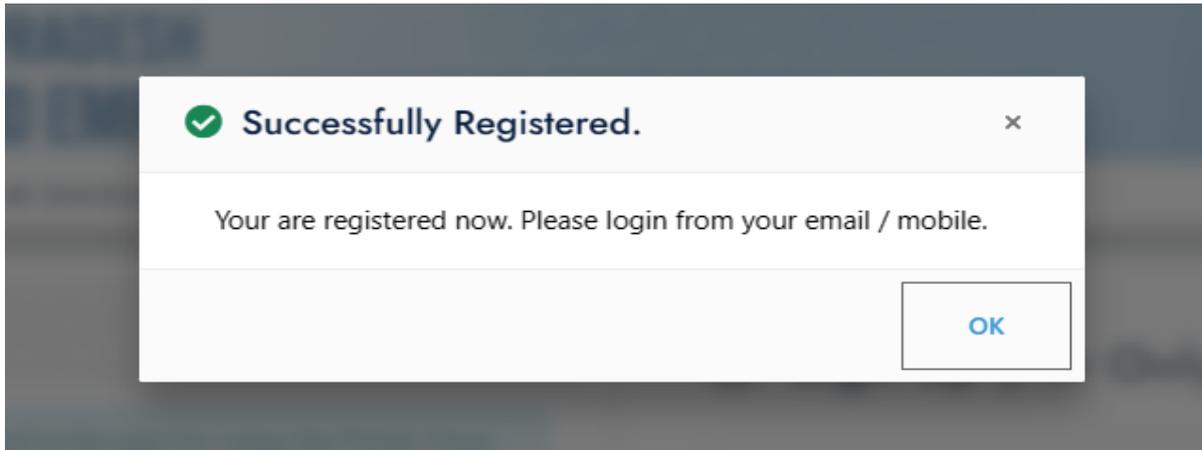
An email verification link or OTP will automatically be sent to the provided email or mobile number by the system. The user must then log in with their prefilled credentials and click on 'login'.

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.
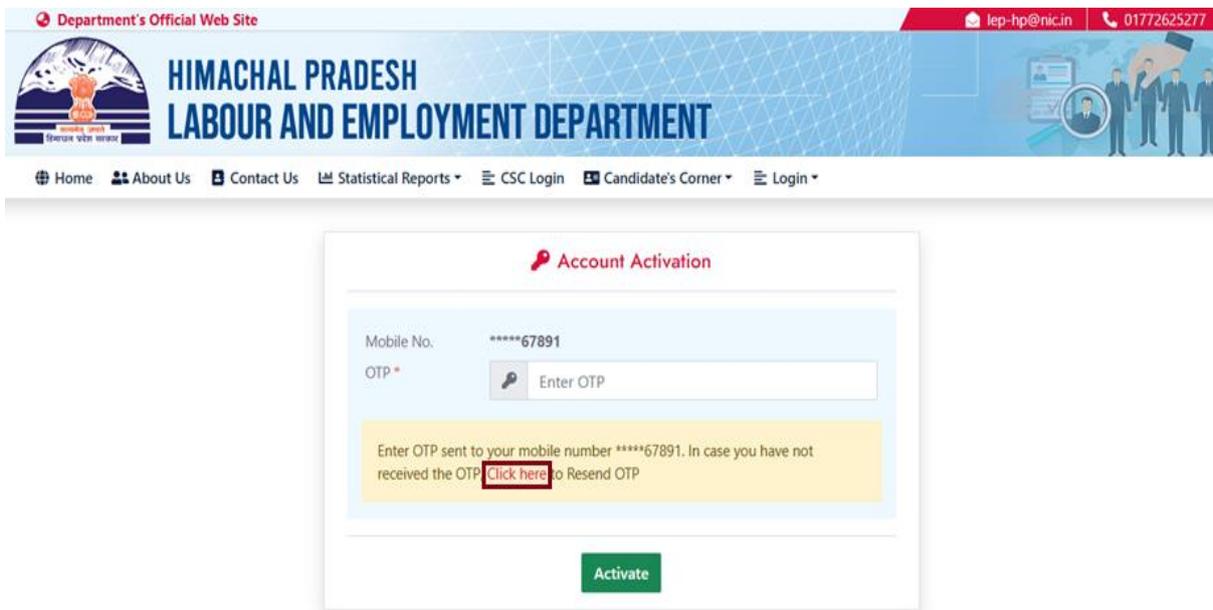
Likewise, if the verification link is not received via email, the user can resend it as demonstrated below.
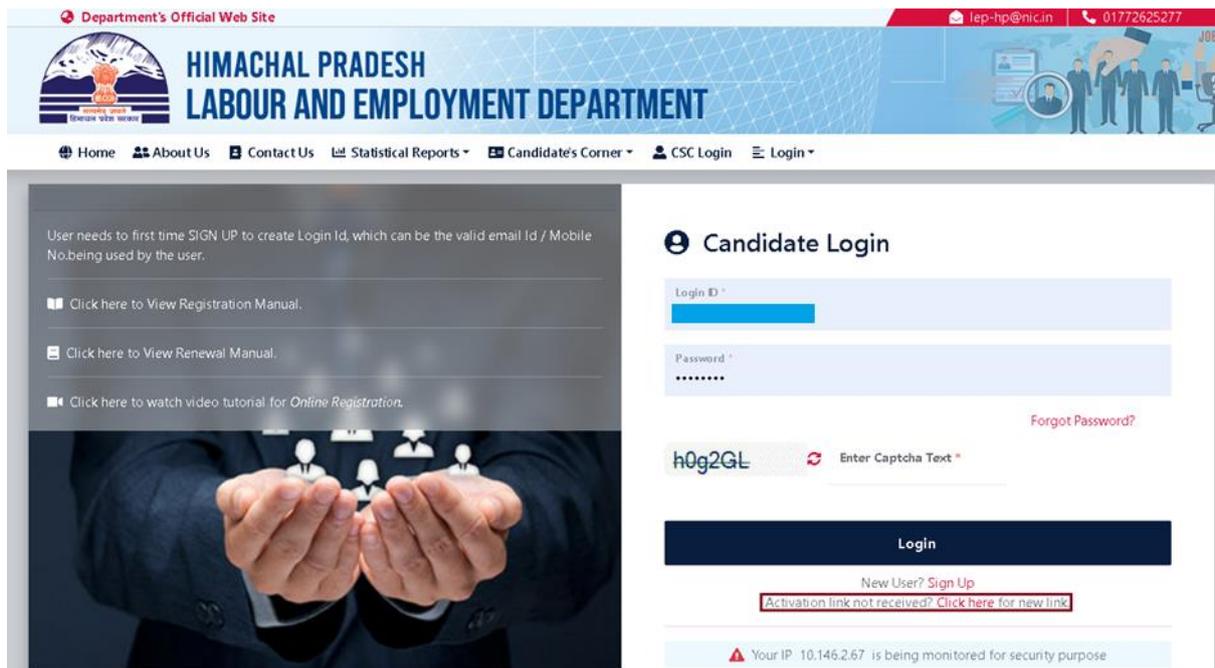
In both scenarios, a successful activation message will be displayed. Once the account is activated successful user can login with the credentials.
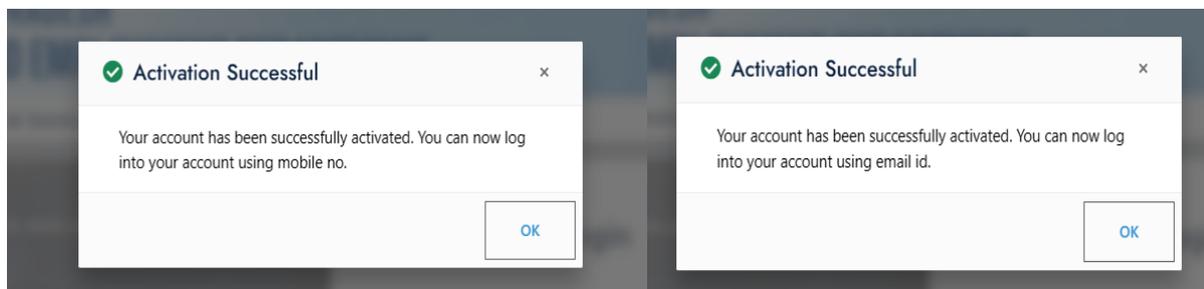
4.Forgot Password

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.

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.

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.

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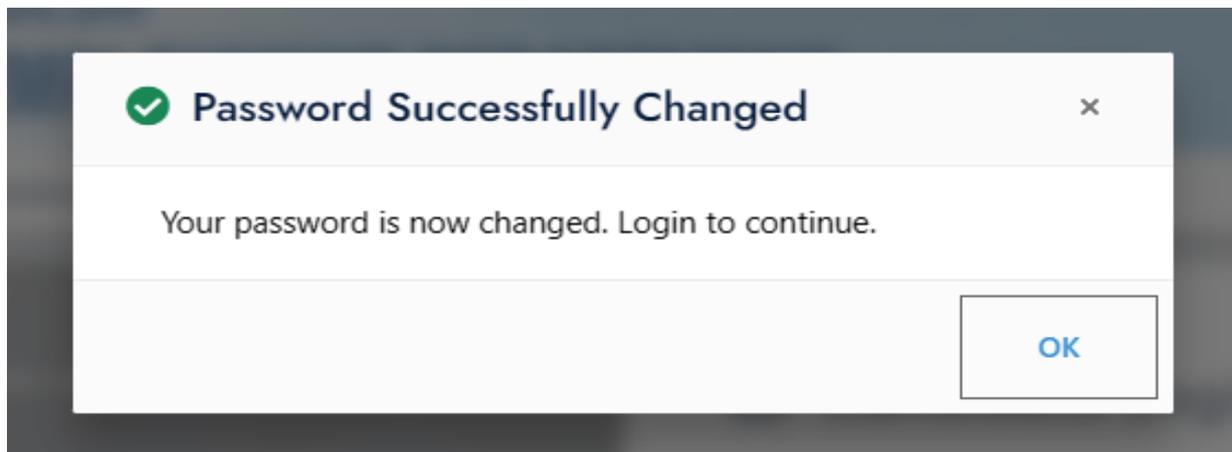
5.Applicant Dashboard

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.
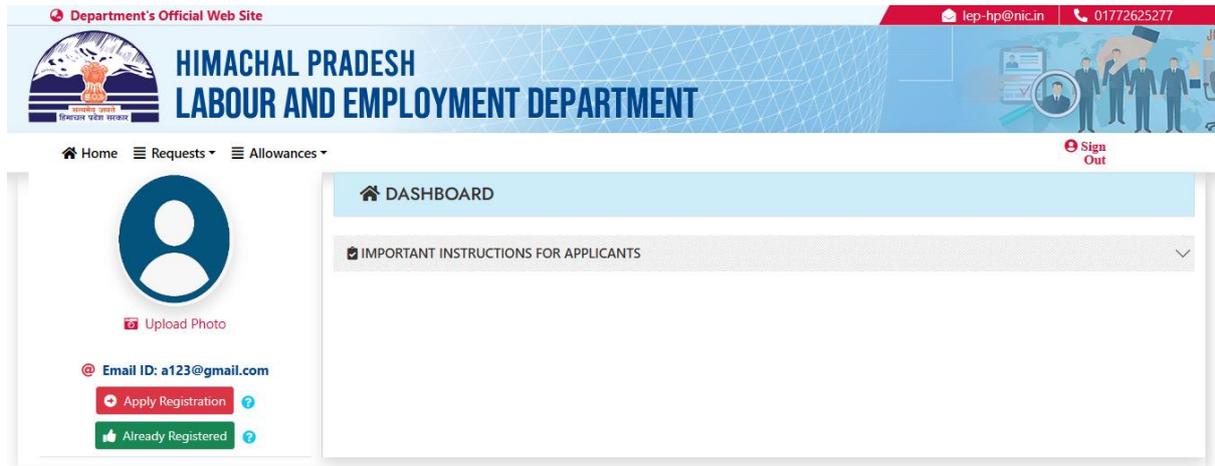
5.1 Apply Registration

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 (*).

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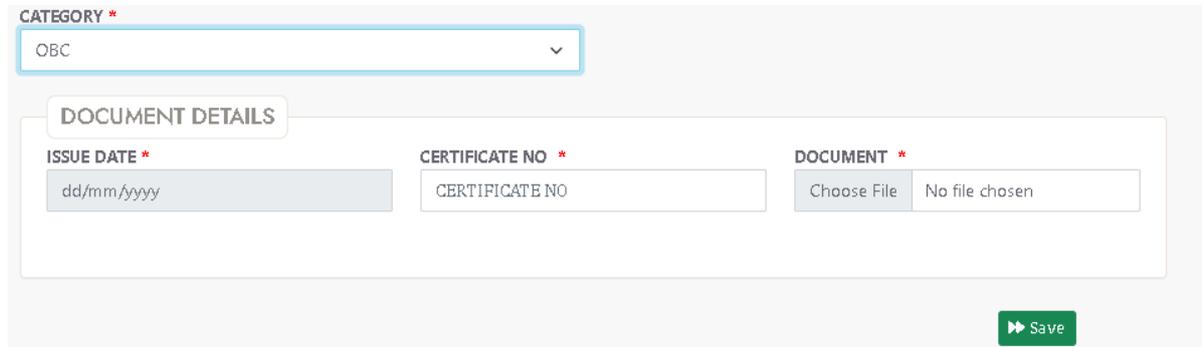
Upon clicking the save button, the software will display a popup confirming successful registration and provide a unique Registration number assigned to the applicant. It is essential for the applicant to record this number for future reference.
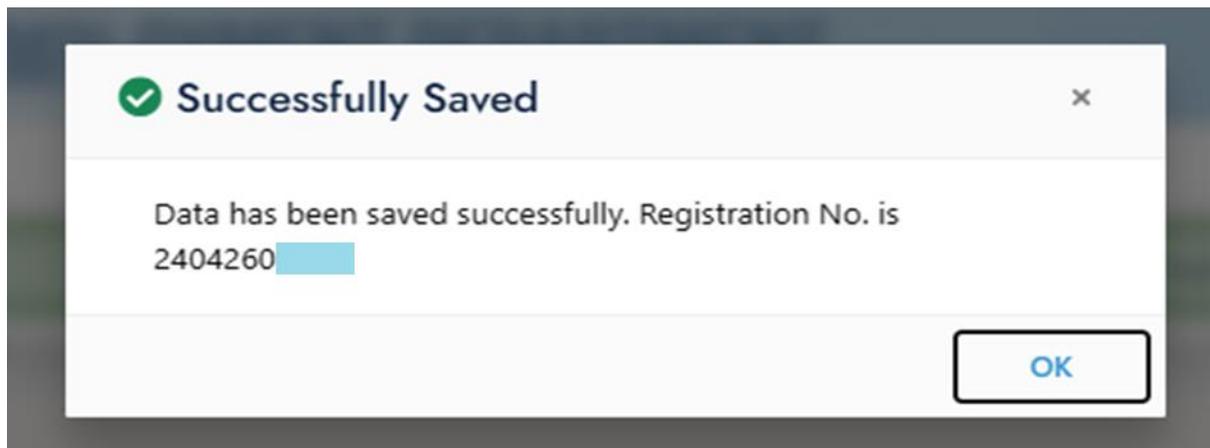
5.1.2 Contact Details

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.

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.

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.
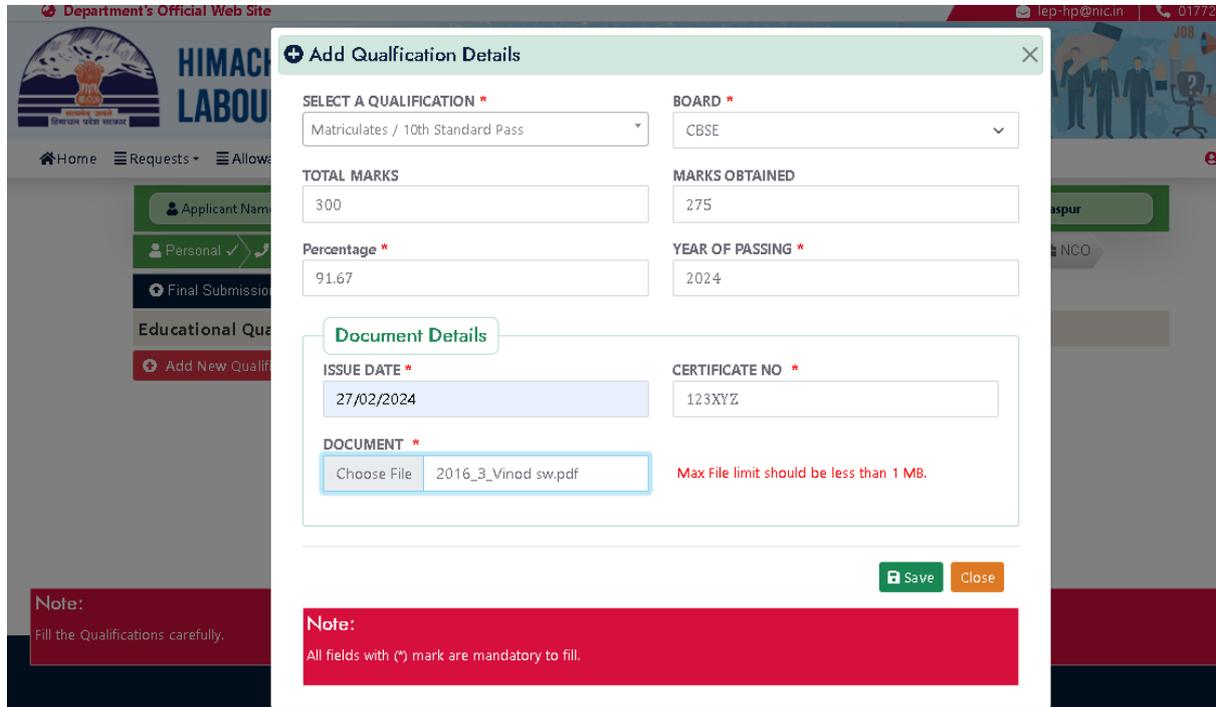

The qualification details will be saved in draft mode, allowing the user to update or delete that specific qualification at this time. For final submission, the user must click the red arrow icon as indicated below. Once the qualification is submitted, the user will no longer have the right to modify or delete it.
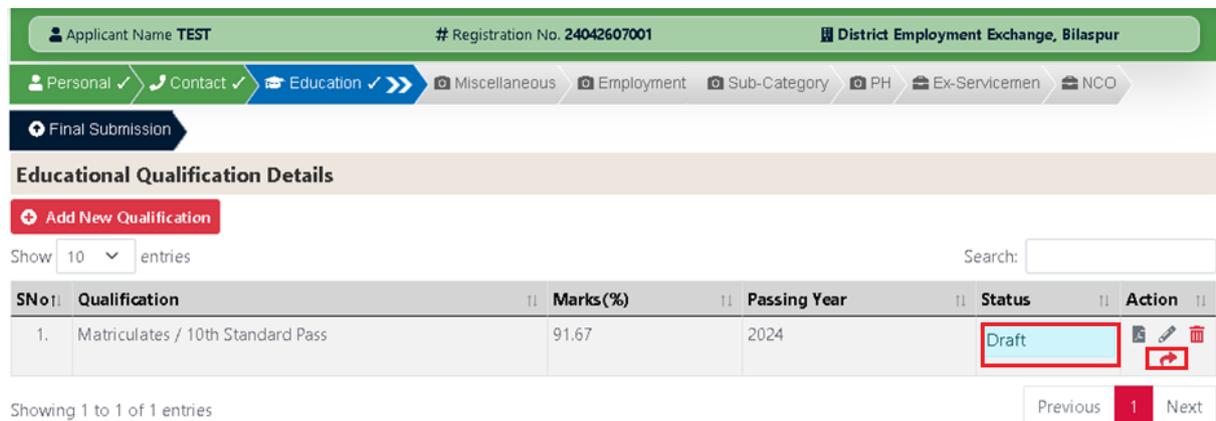
A confirmation popup will appear, providing important instructions about saving the qualification as shown below. Upon clicking 'Ok', the application will be submitted successfully.
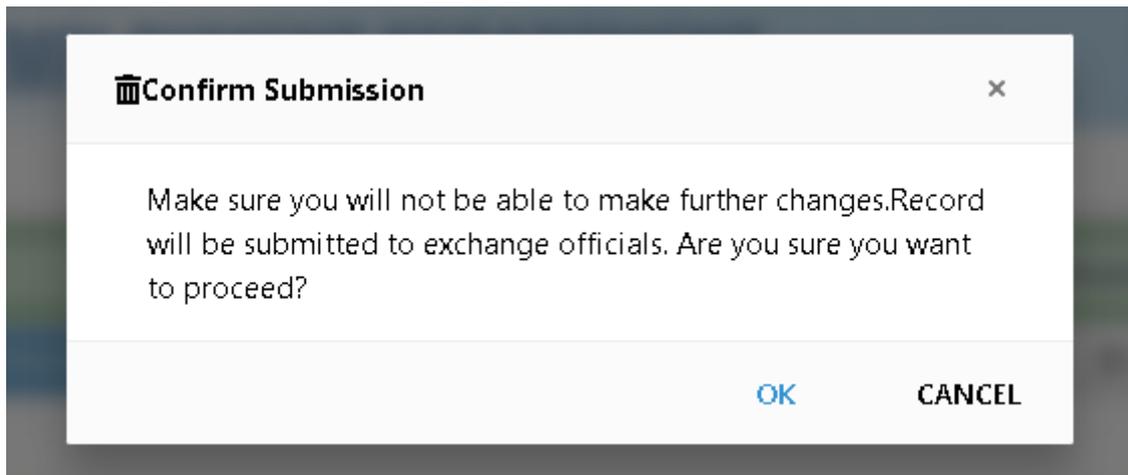
5.1.4 Miscellaneous Details

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.

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.

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.

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.

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.
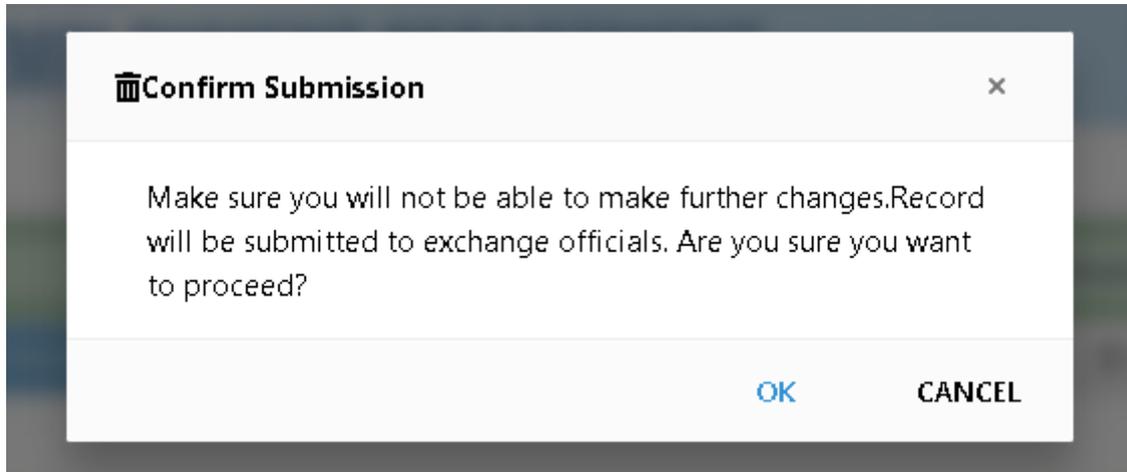
5.1.7 Physically Handicapped Details

In the " Physically Handicapped Details" section, users are required to input their Physically Handicapped details by selecting the "Add Physically Handicapped Details " button.
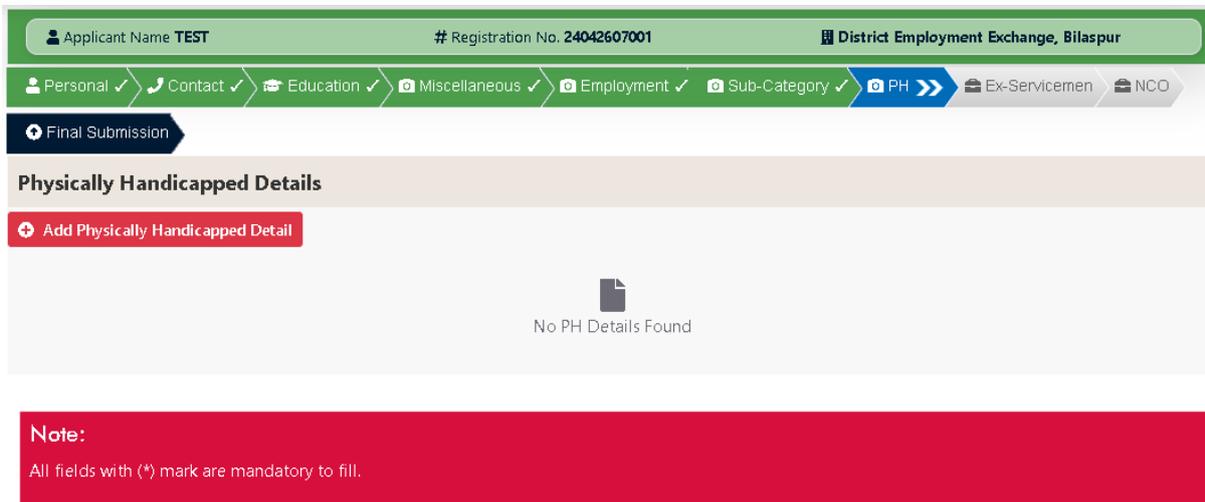
A popup will appear as shown below. Users must select their type of physical handicap, the percentage of disability, and attach the required documentation for physical handicap. Upon clicking the "Save" button, the information will be stored, and a popup notification will appear to confirm the successful submission of the data.

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.

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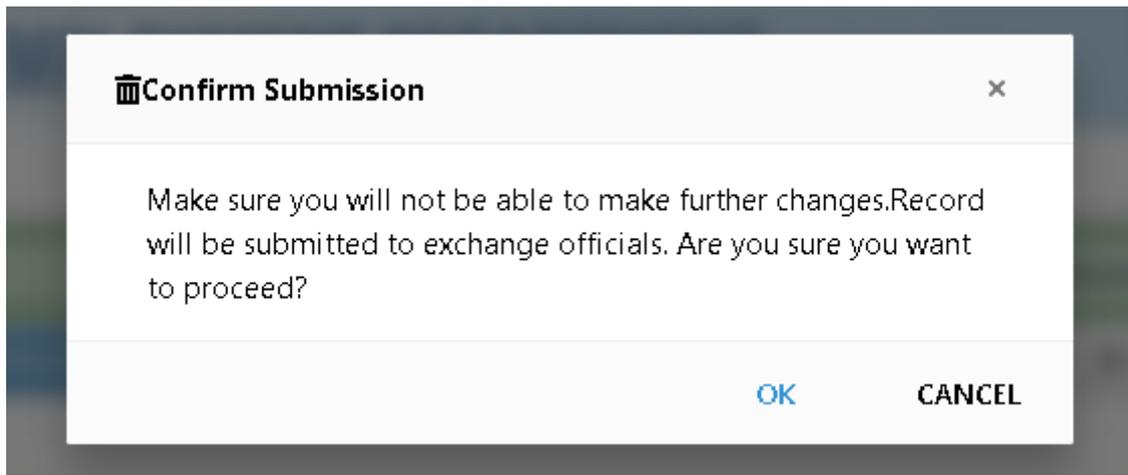
5.1.8 Ex-servicemen Details

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.

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.
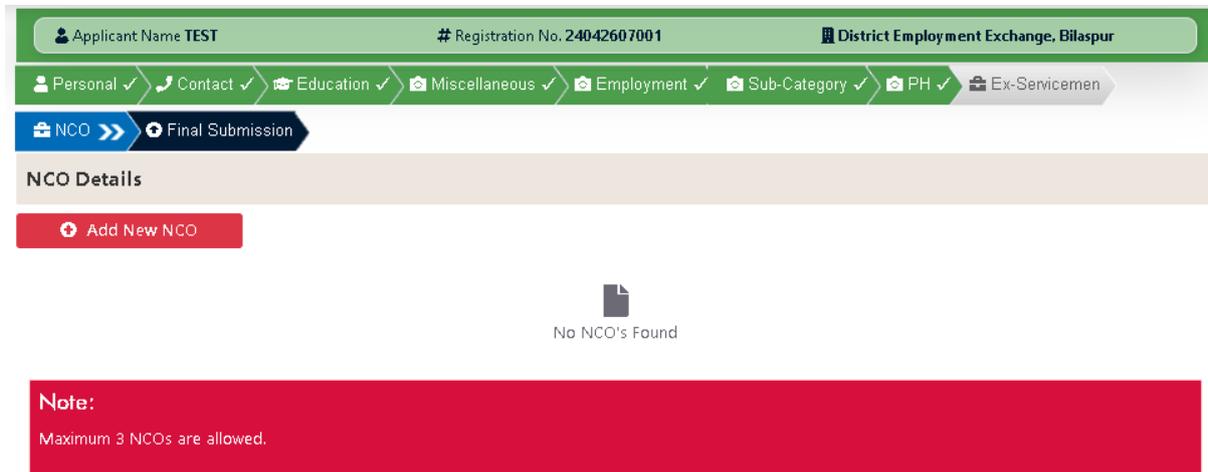
5.1.10 Final submission

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.
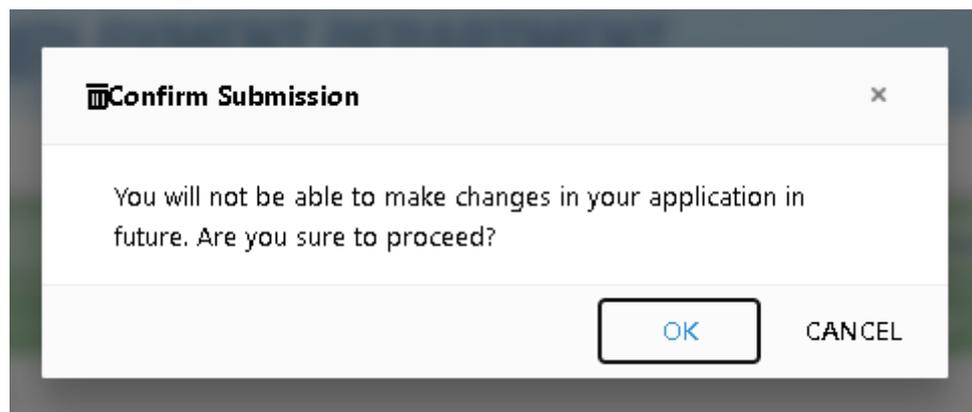
5.2 Approval /Rejection of an application

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.

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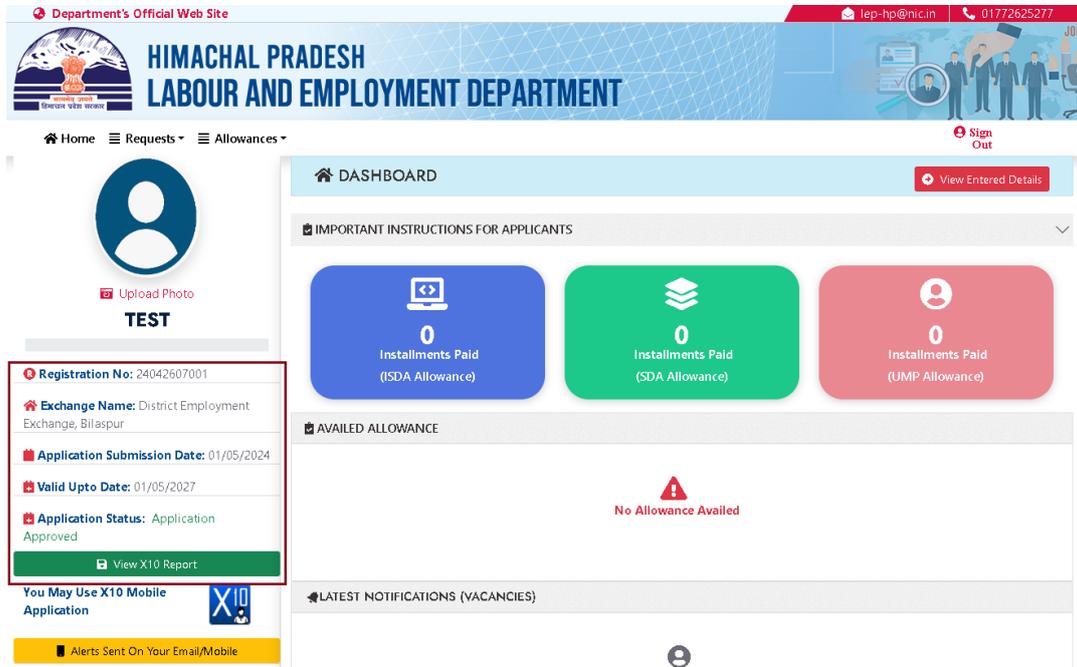
Upon approval, users can also view additional details such as the approval date, validity date, published vacancies, and application status, among others. Now user can also download its Registration card (X10) as shown below.

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.

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.'
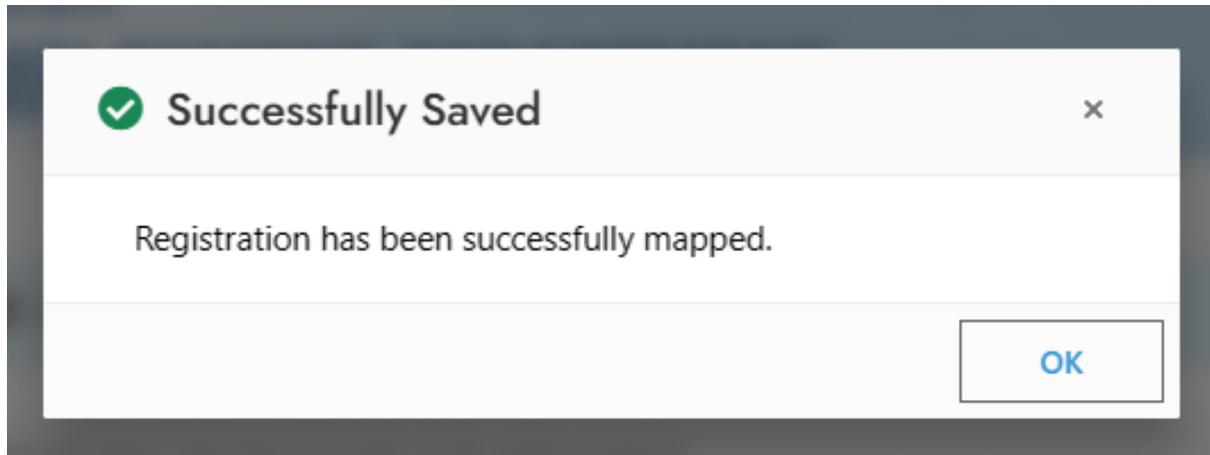

A confirmation popup will be displayed, offering options to either proceed with or cancel the registration. Once the registration is confirmed, it cannot be reversed.
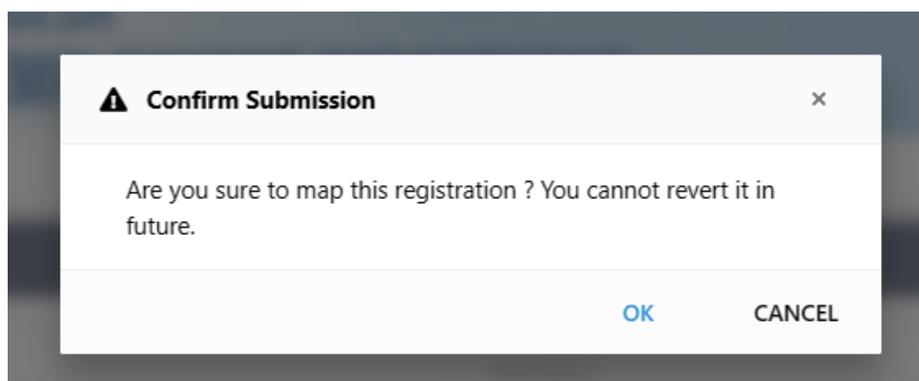
Once again, a popup will appear to confirm that your registration has been successfully saved and associated with your current login ID.

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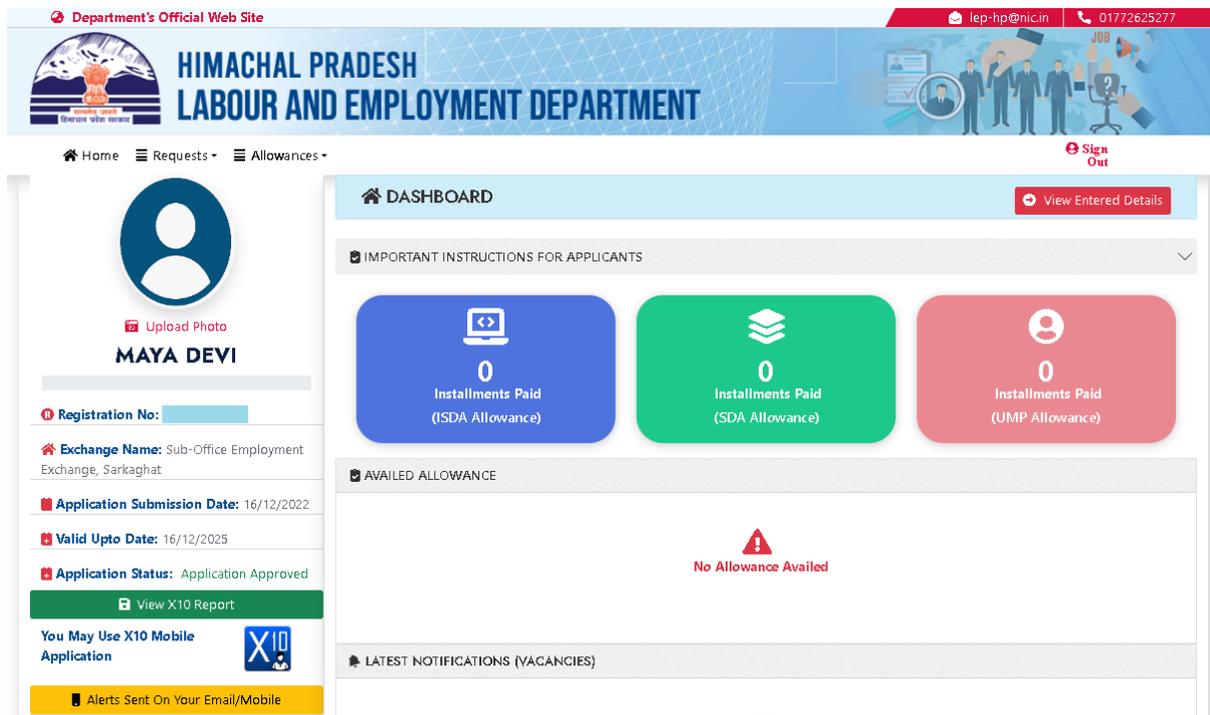
6. User Requests

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.

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

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.

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.

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

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'.

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.

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.

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.
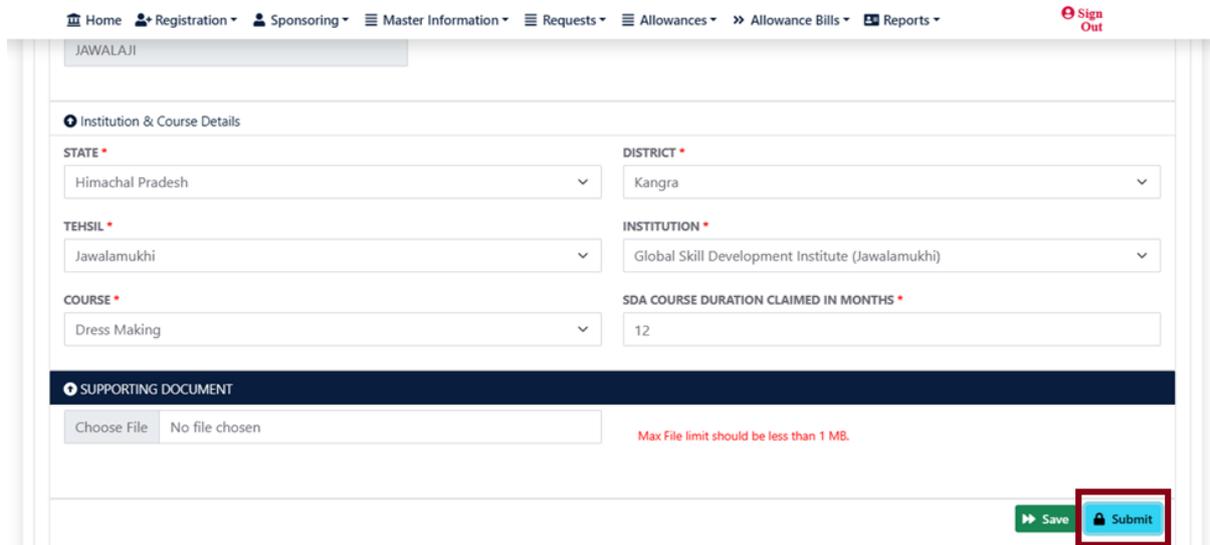
7. Allowances

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.

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.

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.

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.
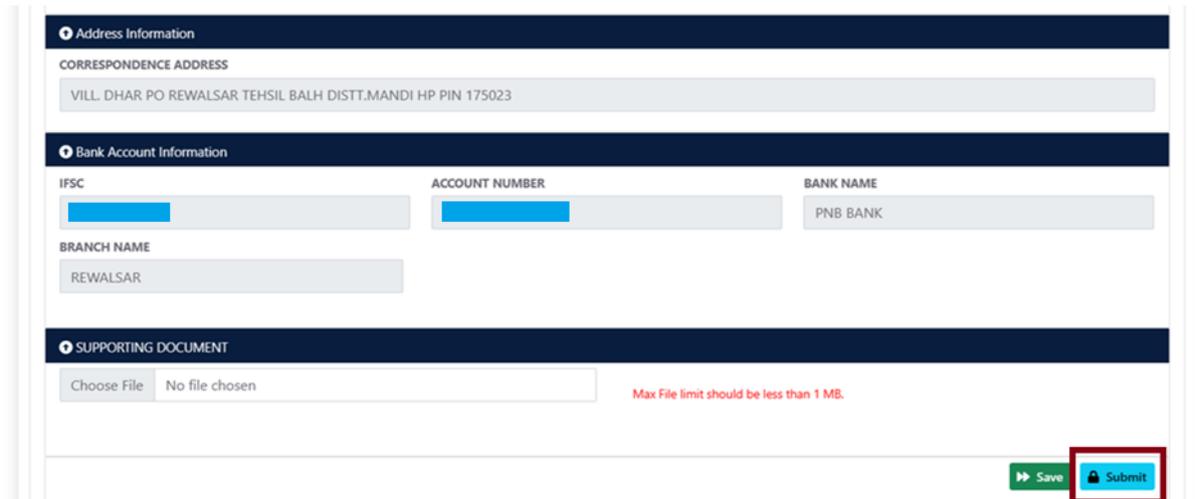

The eligibility criteria require the applicant to be unemployed, not engaged in any government or private sector job, not self-employed, and a bona fide resident of Himachal Pradesh. The applicant should have completed a minimum of 10+2 level education from a board, university, or institution recognized 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.
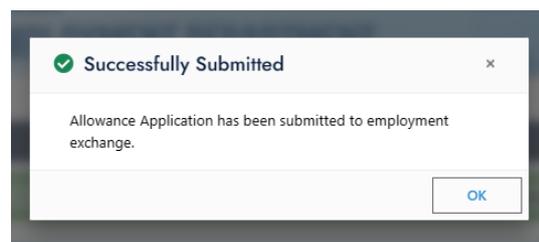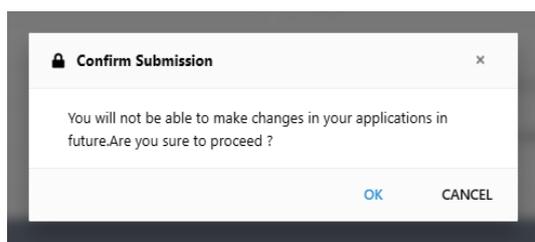

A confirmation popup will appear, prompting the user to click 'OK' to submit. Upon successful submission, a message will be displayed to the user.

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.

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 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.

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.

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.