

E-Mitra User Manual for Employment Department Services

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M. itra kiosk can avail following services of employment department using new E-Mitra application:

1. **Job Seeker Registration** – Online application for registration of candidates in employment department.
2. **Unemployment Allowance (Mukhyamantri Yuva Sambal Yojana)** – Online application for Unemployment Allowance (Mukhyamantri Yuva Sambal Yojana).
3. **Employer Registration** – Online application for registration of employers in employment department.

1.1 E-Mitra Job Seeker Registration

The E-Mitra kiosk can also fill the registration form for the job seeker, as well as it can also apply for the unemployment allowance for the candidate.

The E-Mitra kiosk login using his credentials on SSO. After logging-in following dashboard will appear, as shown in figure: 1



Figure: 1 Dashboard by Emitra

After clicking on the **New E-mitra** icon, user will land on the following page that is shown in the figure: 2

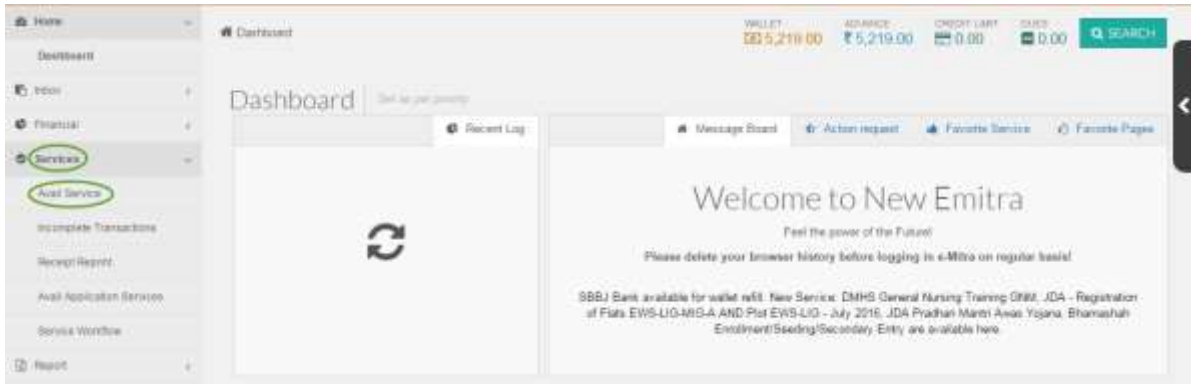


Figure: 2 services

When kiosk clicks on Avail services in the Services section, the page shown in figure:3 will be displayed.

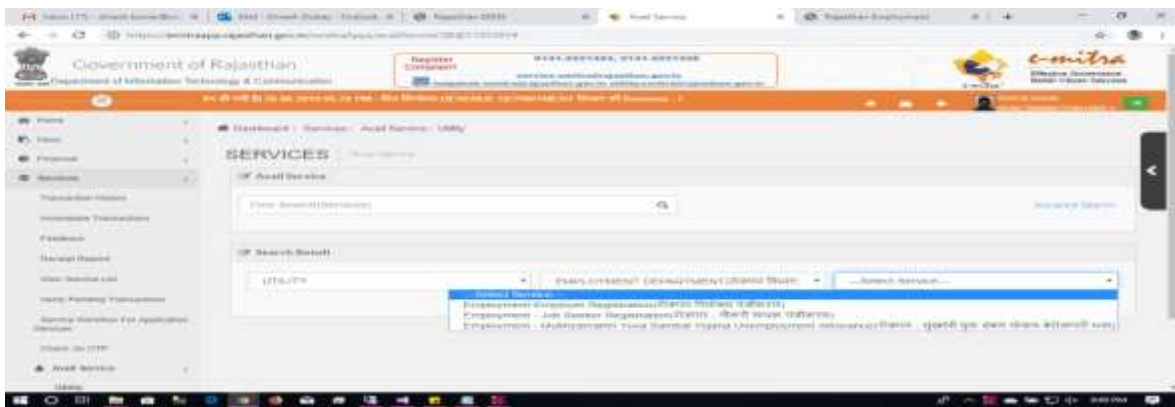


Figure: 3 Avail services

After clicking on Advance search option, kiosk has to select UTILITY in Category, Employment in department and Job seeker registration in services section. After selecting these services following dialog box will appear:

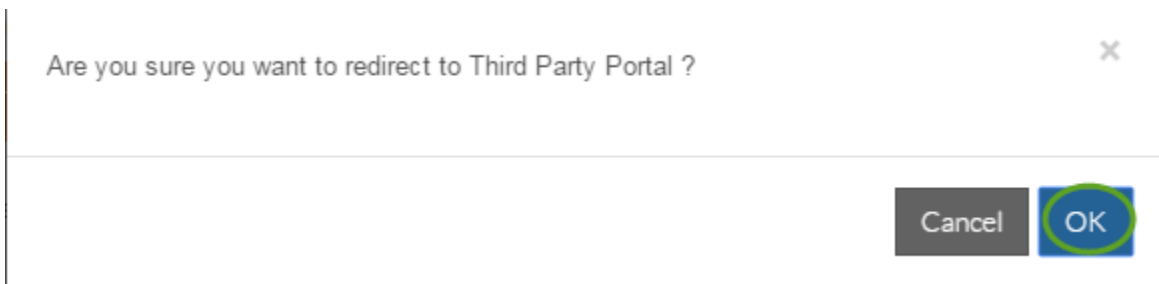


Figure: 4 Third party portal agreement

As soon as kiosk clicks on Ok button, he is redirected to the registration form of job seeker, as shown in figure: 5

Figure: 5 Registration form of Job seeker

Designation/ Area/ NCO code: type Area of interest in which job seeker has qualification and searching for job. Select matching record from drop-down list.

Choose File: Select Photo of candidate and upload.

Kiosk fills all the details of job seeker and submit the form. job seeker is successfully registered in the employment department and a registration number is sent to the job seeker's mobile number/email address.

E-mitra kiosk will take out a print of the registration form, and provide to the job seeker.

Job seeker has to create SSO account on sso.rajasthan.gov.in and link his registration number to update his/her profile:

2. E-Mitra Unemployment Allowance Application

Pre-Requisites-

List of Document-

Before applying for the unemployment allowance, kiosk has to make sure that the candidate has following documents with him:

1. Aadhar card with mobile number updated in aadhar Card/Profile.
2. Bonafide certificate
3. Graduation certificate

4. 10th marksheet.
5. Written application form self-proclaimed by eligible candidate (Annexure-1).
6. Self-declaration signed by the applicant in relation to the eligibility of the scheme and the point no. 5 of inadequate point number 6.
7. Copy of passbook of single savings bank account in the branch of the applicant, State Bank of India.
8. Regarding family annual income of the applicant Annexure-I (Certified by Tehsildar / Notary Public) and Annexure-K.
9. Caste certificate issued by competent authority of Scheduled Caste / tribe candidate.
10. Certificates related to the special status released by the competent authority in the case of special abled applicant.

Figure: 6 Dashboard by Emitra

After clicking on the New E-mitra icon, user will land on the following page, that is shown in the figure: 7

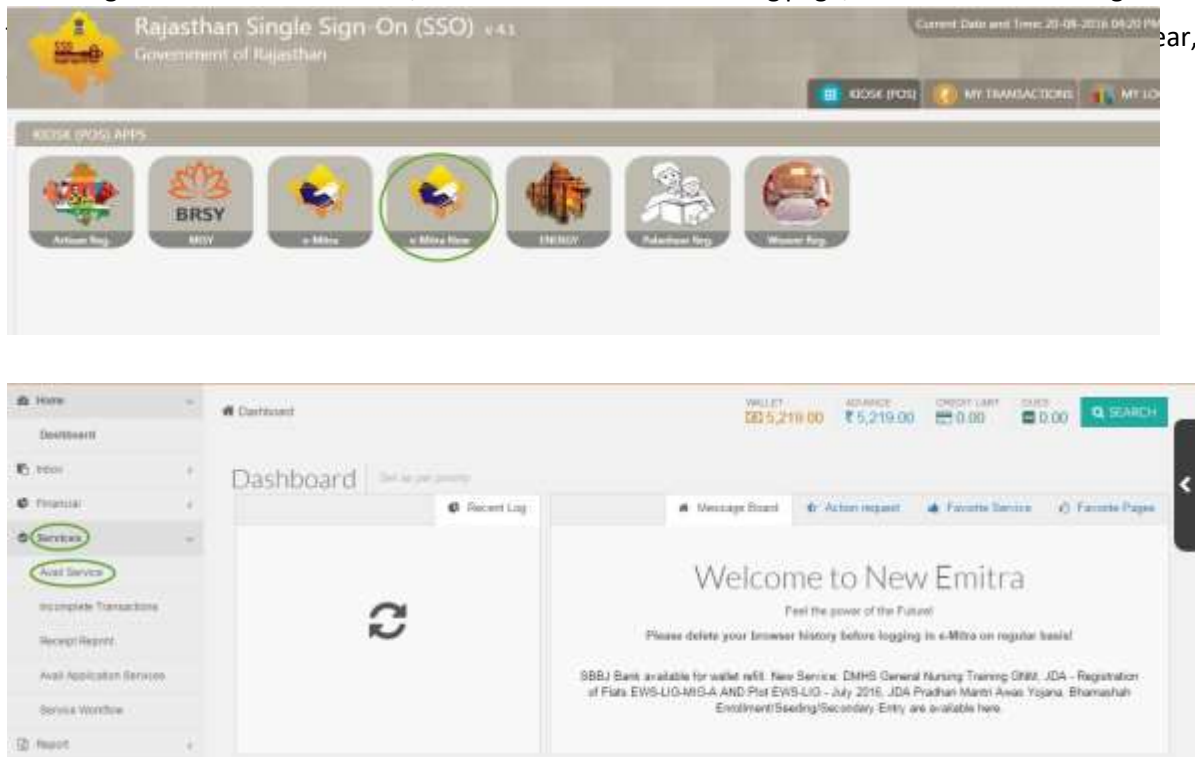


Figure: 7 services

When kiosk clicks on Avail services in the Services section, the page shown in figure:8 will be displayed.

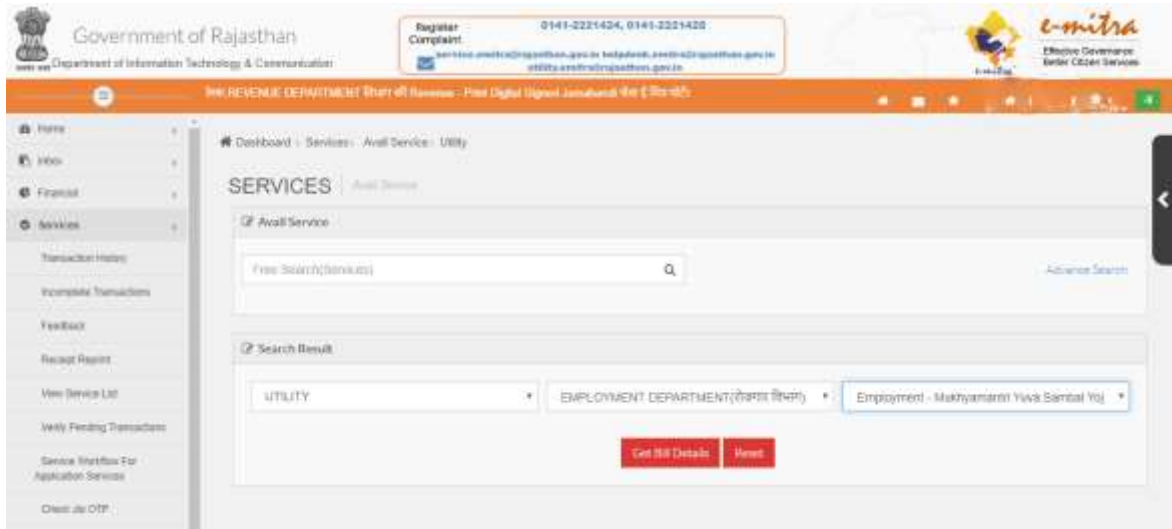


Figure: 8 Applying for unemployment allowance

After clicking on Advance search option, kiosk has to select UTILITY in Category, Employment in department and Job seeker registration in services section. After selecting these services following dialog box will appear:

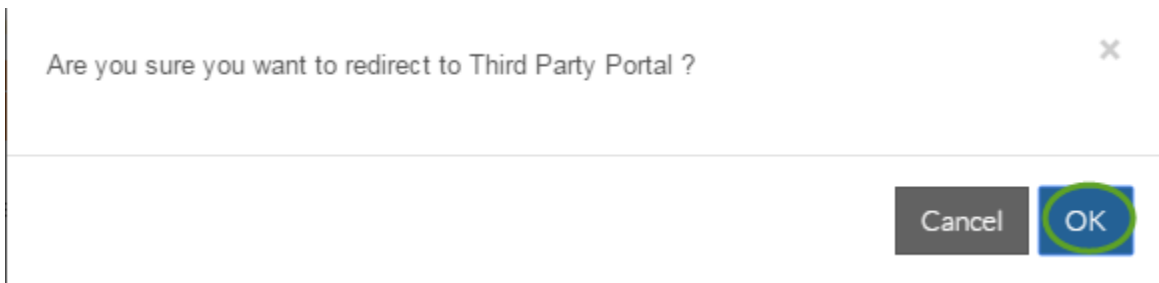


Figure: 9 Third party portal agreement

As soon as kiosk clicks on Ok button, a pop up will appear asking for the registration number of job seeker and it will be verified by the OTP verification process, as shown in figure: 10.

OTP will be sent to the mobile number of the candidate which was given at the time of registration.

The screenshot shows the Rajasthan Employment portal. At the top, there is a navigation bar with the logo and the text "Directorate of Employment, Department of Skill Employment and Entrepreneurship". Below this, a "Registration Number" pop-up form is displayed. The form has two input fields: "Send OTP" and "Enter OTP", followed by a "Verify" button. A "Return to Index" link is located at the top right of the form. At the bottom of the page, there is a footer with contact information for the Directorate of Employment, including the address, phone number, and email. The page also features an "Activate Windows" watermark and a taskbar at the bottom.

Figure: 10 Pop up for registration number

After OTP verification, unemployment allowance form will be opened and candidates detail will be fetched from the system, as shown in figure: 11

The screenshot shows the Rajasthan Employment portal with the "Unemployment Allowance" form. The form is divided into several sections: "Candidate Details", "Employment Details", "Unemployment Details", and "Unemployment Allowance". The "Candidate Details" section includes fields for Registration Number, Applicant Name, and other personal information. The "Employment Details" section includes fields for Employment Type, Duration, and other employment-related information. The "Unemployment Details" section includes fields for Unemployment Reason, Duration, and other unemployment-related information. The "Unemployment Allowance" section includes fields for Allowance Type, Amount, and other allowance-related information. The form also features a "Save" button and a "Cancel" button. At the bottom of the page, there is a footer with contact information for the Directorate of Employment, including the address, phone number, and email. The page also features an "Activate Windows" watermark and a taskbar at the bottom.

Figure: 11 Unemployment allowance form.

Kiosk will enter candidate's details, e-sign the documents (Domicile, 10th Marksheet and Graduation Degree) and upload all nine e-signed document and submit the application form.

Steps for E-signing the documents

1. Aadhar number is to be updated, before applying for the unemployment allowance.
2. Before applying for the unemployment allowance, Kiosk has to e-sign all the documents.
3. Firstly, After entering the Aadhar ID in the specified field, OTP will be send to the mobile number of the job seeker by clicking on Send OTP button.
4. Enter the OTP in the given field, and verify it.
5. After verification, kiosk has to Upload the scanned copy of document (one at a time).
6. Kiosk can download the E-signed documents by clicking on the Download E-signed document button to save on local system.
7. Finally kiosk can upload the **E-signed** documents one by one using Upload button.

After filling the form for unemployment allowance, user can submit the form. After submitting, the application of job seeker for unemployment allowance is sent to the concerned Employment Exchange office of that particular district.

Kiosk holder doesn't need to send and physical/hard copy of application to the department.

Candidate is not required to appear in the Employment Exchange office for physical verification of the documents.

Only digitally signed (e-signed) copies of documents need be uploaded otherwise application will be returned back to citizen/rejected.

1.3 E-Mitra Employer Registration

The E-Mitra kiosk can also fill the registration form for employer

The E-Mitra kiosk can login from his credentials on SSO. After logging-in following dashboard will appear, as shown in figure:12



Figure: 12 Dashboard by Emitra

After clicking on the New E-mitra icon, user will land on the following page, that is shown in the figure: 13

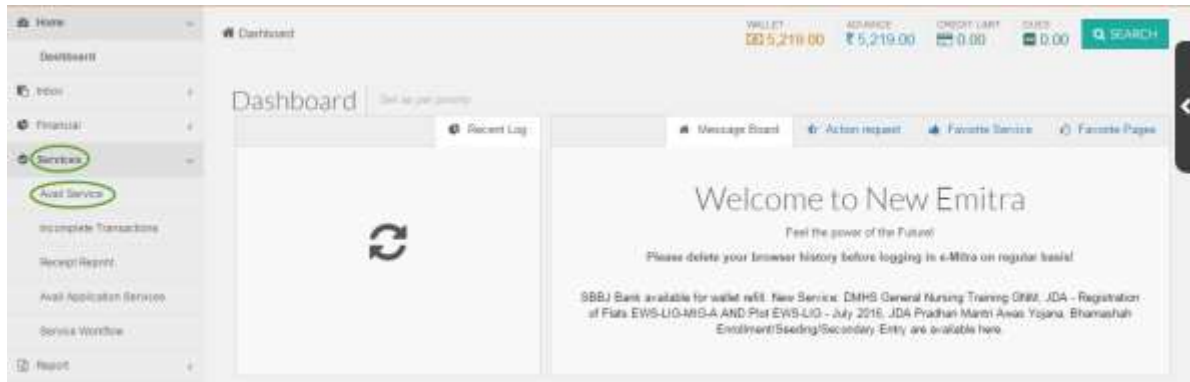


Figure: 13 services

When kiosk clicks on Avail services in the Services section, the page shown in figure:14 will be displayed.

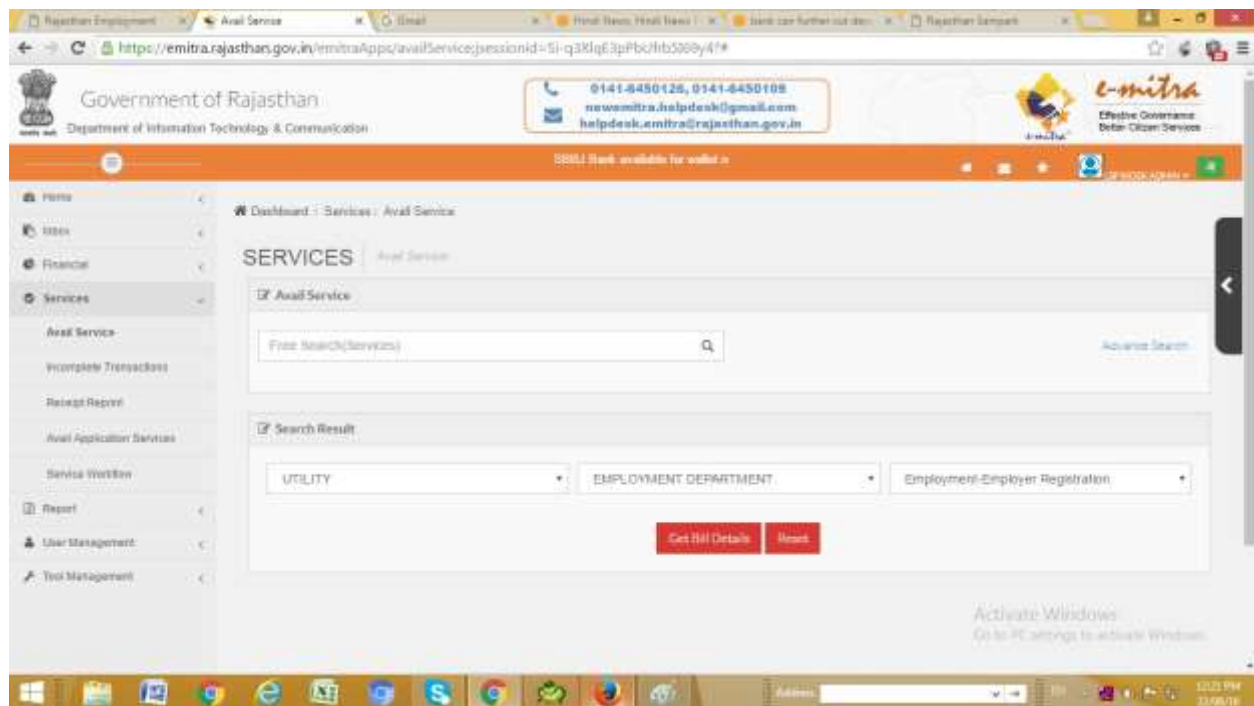


Figure:14 Advance search

After clicking on Advance search option, kiosk has to select UTILITY in Category, Employment in department and Employment-Employer registration in services section. After selecting these services following dialog box will appear:

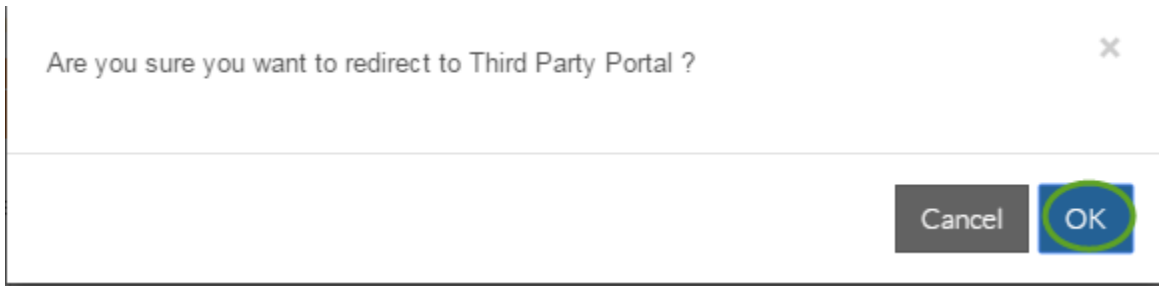


Figure: 15 Third party portal

After clicking on Ok button, kiosk will be redirected to the Employer registration form, as shown in figure:

A screenshot of a web browser displaying the "Employer Registration" form. The browser's address bar shows the URL: "employment.livelihoods.rajabsthan.gov.in/5566/employerRegistration.aspx?qs=c0d/eTyMqCHfididYAgochg...". The form is divided into several sections. The top section is for the main office address, with fields for "Address", "Pin Code", "City", "Landline No.", "Email Address", "Fax No.", "Address Type" (with a dropdown menu showing "Main Branch Office"), "Mobile No.", "Alternate Contact No.", and "Alternate Email Address". Below this is a section for "Unit Address" with similar fields. At the bottom is an "Upload Document" section with a file upload button and a "Choose File" button. The Windows taskbar is visible at the bottom of the screen.

Figure: 16 Employer registration form

After Submitting the registration form, a registration number is generated for the employer and sent to the registered mobile number of Employer.

4. Creating SSO account and login to EEMS:

After registration, Candidate/Employer can login to EEMS system.

First create SSO account on sso.rajasthan.gov.in and login to SSO account.

1. Open sso.rajasthan.gov.in
2. If already registered with SSO enter username/password else click on “New User” to create new account.

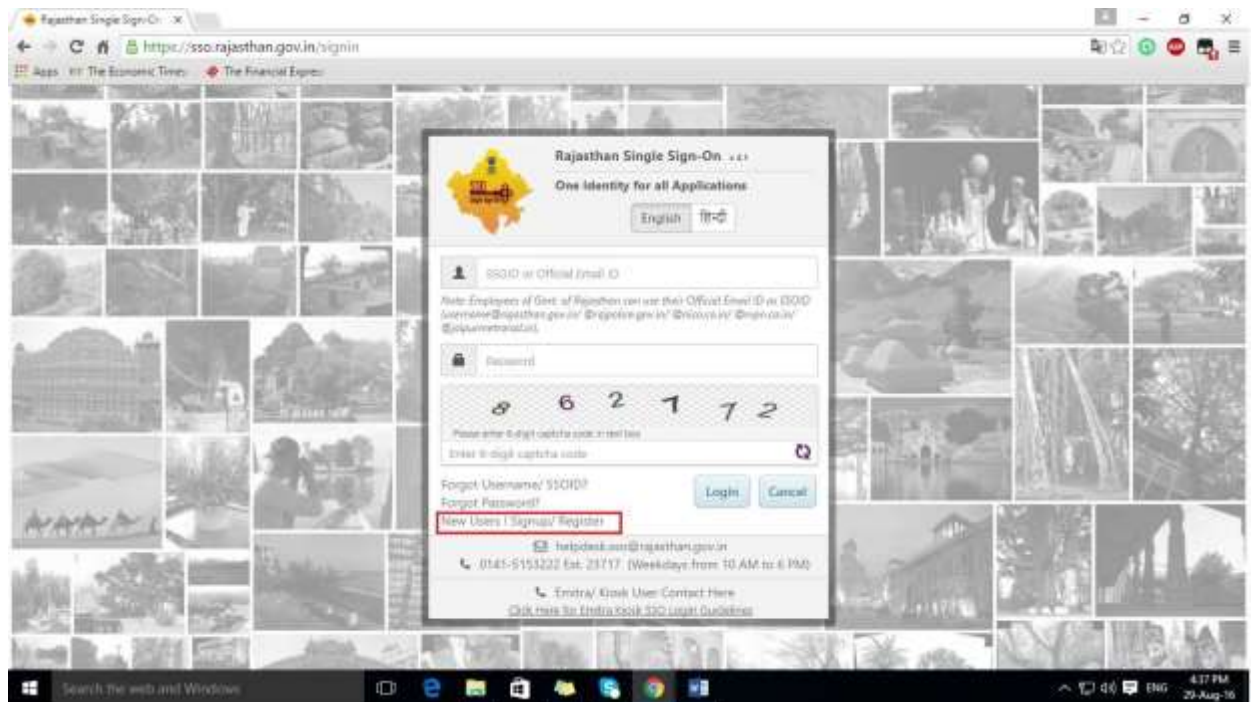


Figure: 17 SSO Login Page

3. Follow Help provided on SSO website for creating account.

Linking SSO with EEMS

1. Login to SSO, SSO Dashboard will be displayed. Now click on “Employment” Logo.



Figure: 18 SSO Dashboard

2. A page will open where user will be asked to select “Job Seeker” or “Employer”. Select accordingly.

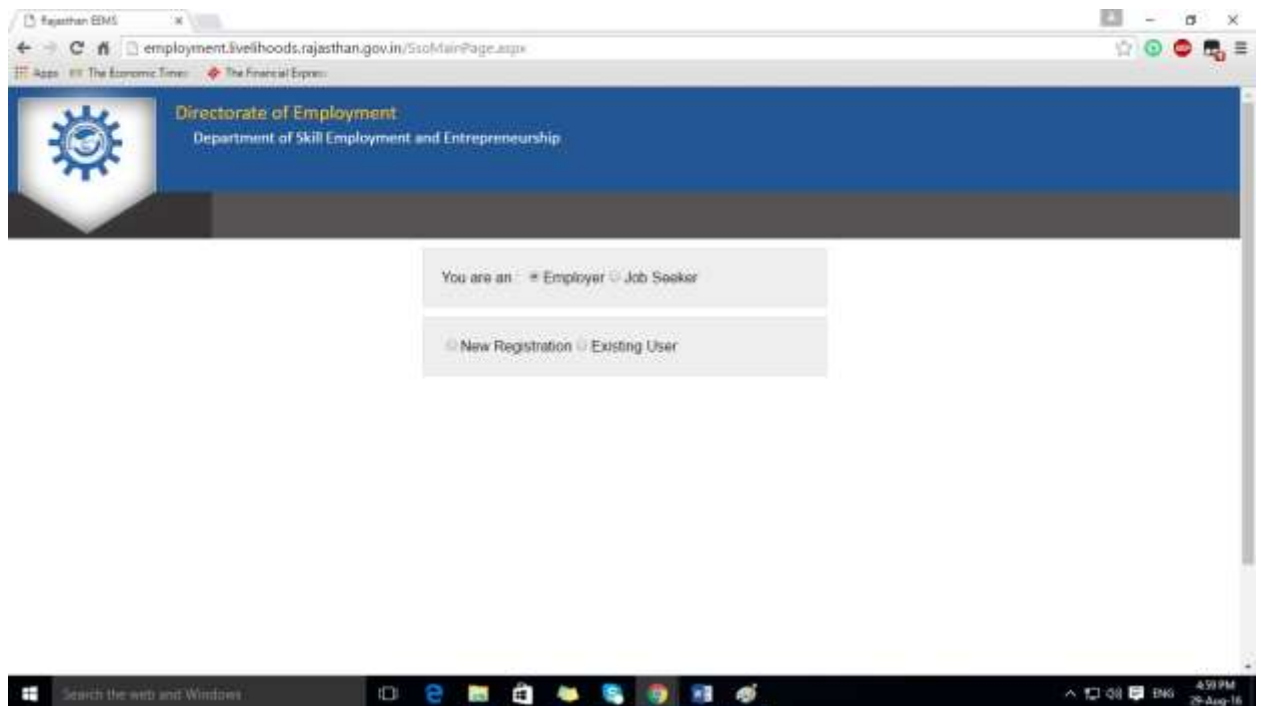
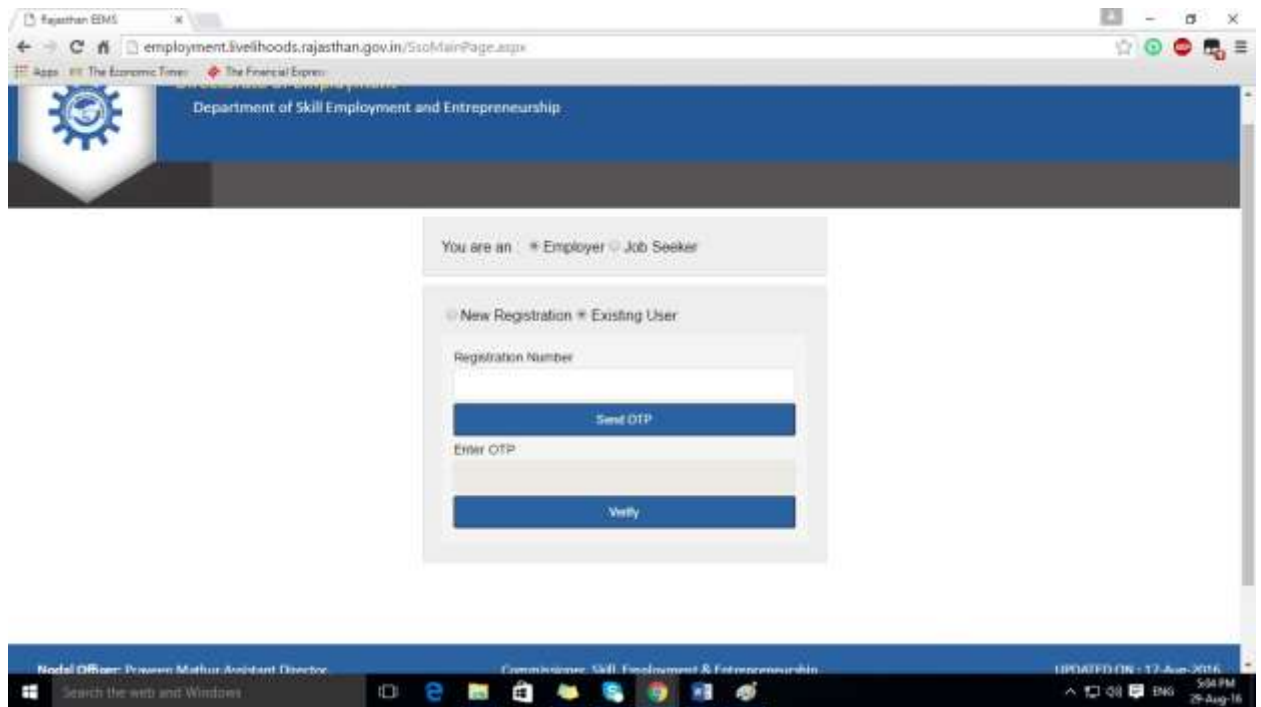


Figure: 19 EEMS Linking Page

3. Now select “Existing User”. A page will open where user need to enter registration number and click on “Send OTP”. An OTP will be sent on mobile number provided at the time of registration.



The screenshot displays the Rajasthan EEMS portal in a web browser. The address bar shows the URL: `employment.livelihoods.rajasthan.gov.in/SsoMainPage.aspx`. The page header includes the Rajasthan EEMS logo and the text "Department of Skill Employment and Entrepreneurship". Below the header, there is a section titled "You are an" with two radio buttons: "Employer" (selected) and "Job Seeker". Underneath, there are two radio buttons: "New Registration" and "Existing User" (selected). The "Existing User" section contains a "Registration Number" input field, a "Send OTP" button, an "Enter OTP" input field, and a "Verify" button. The footer of the page shows the user's role as "Nodal Officer: Pawan Mathur, Assistant Director" and the department name "Entrepreneurship, Skill Employment & Entrepreneurship". The date and time are displayed as "UPDATED ON: 17-Aug-2016 5:04 PM" and "26-Aug-16".

Figure: 20 EEMS OTP Page

4. Now enter OTP in the OTP field and click on verify button.
5. After Successful verification EEMS registration will be linked with SSO account and user will be redirected to his/her EEMS Dashboard.