**Instruction to Registration**

The applicant can get himself registered in two ways (click to see details):

**Visit Employment Exchanges at the Place of residence:**

1. Bring the Original Documents related to Date of Birth, Qualification and Residence Proof of Area in the form of Copy of Himachali Benefied Certificate/Certificate of normal Residence issued either by the following officers/officials of the Revenue Department-Patwari, Kanoongo, Naif Tehsildar, SDM, ADM, ADC or DC or By the Block Development Officer for their respected territorial Jurisdiction. In case where either the Candidate or his parents is employed in a Govt./ Semi Govt./Board Corporation of Govt., a certificate of being normal resident of the area from the Heat of Department, Head of Office. Telephone Bill/ Water Bill/ Electricity Bill/Voters Identity Card/Certificate of being regular student in Govt. Educational Institution (School, College, ITI etc.) is also valid document for proof of normal resident.
2. Fill in the X1 Card with the help of Employment Exchange Employee. In case a particular column is not understood, take the help of Exchange Official.
3. After filling in the form hand it over to the Exchange Official who will registered you and allot the registration number.
4. A stamp will be pasted on the back of Original Qualification Certificate as a proof of registration.
5. An Acknowledgement in the Form of X10 Card will be given to you for reference and record. Check the details on X10 Card and get it changed/updated if required in case if any discrepancy.
6. Preserve X10 for future reference.
7. Check the date of Renewal mentioned on the top of X10 and get the registration renewed as per the time mentioned on X10 other wise the name will be struck off from the exchange.

**Enter details online and visit Exchange in the area of Residence:**
1. Visit the web-site http//eemis.hp.nic.in/ eemis and choose option 'Candidate Registration' and enter details related to you. Pls. enter the name, father name and date of Birth as mentioned in the certificates.
2. A reference number will be generated which may be noted.

3. Visit the concerned Employment Exchanged along with Original Document related to Date of Birth, Qualification and Proof of normal resident of the area.
4. Inform reference number to the Employment Official.
5. The Official will check the details entered and cross-check against the certificates and allot the registration number.
6. A stamp will be pasted on the back of Original Qualification Certificate as a proof of registration.
7. An Acknowledgement in the Form of X10 Card will be given to you for reference and record. Check the details on X10 Card and get it changed/update if required in case of any discrepancy.
8. Preserve X10 for future reference.
9. Check the date of Renewal mentioned on the top of X10 and get the registration renewed as per the time mentioned on X10 other wise the name will be struck off from the exchange.

## Important note:

- It is in your interest to provide the correct and exact information as it will not only enhance your chances of getting the better job opportunities but also give you the job according to your qualification.
- Candidates are advised to give the correct status of employment/self-employment as it will help the exchange concerned for proper sponsorship as well as the private employers will be in  better position to asses your willingness  to work based upon the remuneration being offered by them.
- In case the status of employment is not given correctly and later on it is detected, then the name will be struck off from the Employment Exchange.

## Renewal of Registration

The applicants, who have got them registration earlier, may see that they renew the registration in time. All registrations are due to be renewed after 3 years from the date of registration. Two months grace is also given after the renewal date, but it is in the interest of the applications to renew the registration in time. Renewal may be done in case regular renewal after three years and/or the addition of qualification, experience, special consideration, change in status (i.e. Handicapped), addition of special considerations (like IRDP, BPL etc.)

## At Employment Exchange:

1. Bring the original registration proof that is X10 card provided earlier as a proof of registration.
2. The official concerned will enter the registration number and in case the renewal is within permissible time limit ( 3 years + Two months grace) then it will be renewed and new X10 card will be given as a record of renewal.
3. If in addition to routine renewal, updation of registration details as mentioned above like  qualification, experience etc. is required, a documentary proof will be required to be put the employment officer for updation in the registration.

## Online Renewal:

Online renewal is allowed online in cases it is routine renewal i.e. without any qualification, experience addition.

1. Visit the web-site http//eemis.hp.nic.in/  and select option 'Renewal' and enter    the registration number and date of birth to view the information.
2. If the renewal is being done in the time, the renewal will be done and an x10 card can be printed.
3. If renewal date including the grace period is finished, the renewal is not possible. In such case, the concerned Employment Exchange may be visited with an application stating the reason of delay in time non-renewal. In such cases, depending upon the merit of the case, the Director of Employment may allow the renewal of reject the application.

## Transfer of Registration

If in case registration is required to be transferred to another Exchange within the state, then following procedure may be adopted:

1. Visit the Exchange where the transfer is be taken that is where you intend to register yourself on transfer along with X10 issued by the Exchange where from transfer is sought. Bring along with new proof of residence.
2. Produce the X10 card to the Employment Officer, who will enter the registration number issued earlier and on the verification of details will initiate the transfer and issued new X10 card on successful transfer.