

Procedure and Checklist document

1	Name of the Service	Registration & Renewals of job seekers
2	Name of the Department	Directorate of Training & Employment
3	Applicability Criteria	1. Anyone who is resident of Uttar Pradesh 2. Minimum age 14 years
4	SLA/ Number of Days	0 day
5	Documents Required	1. Educational Qualification certificate 2. Experience certificate 3. Applicant's photo
6	Form submission	https://edistrict.up.gov.in/edistrictup/
7	Procedure for apply & getting certificate	<p>Step- 1: a) The applicant shall open the Online e-District Portal using the address https://edistrict.up.gov.in/edistrictup/ and click on Citizen login (e-Sathi). b) Register in online portal using their personal details and contact details. c) A password is generated and sent through SMS/Email. d) Using the User id and Password applicant shall log into the online portal.</p> <p>Step - 2: After logging into the web portal, the Applicant shall select "E-SATHI INTEGRATED SERVICES" radio button.</p> <p>Step-3: Applicant shall select "Registration & Renewals of job seekers" service under Directorate of Training & Employment.</p> <p>Step-4: Applicant shall create profile (Select district & enter DOB, Mobile no.)</p> <p>Step-5: Applicant shall pay the user charges i.e., Rs 15/- through online payment gateway.</p> <p>Step-6: Applicant shall fill details, attach documents in application form for "Registration & Renewals of job seekers" & submit it.</p> <p>Step-7: If the application is found completed and fulfilling all the criteria, it is approved by the officer, otherwise it is rejected.</p> <p>Step-8: The final certificate is uploaded on the portal by concerned officer.</p> <p>Step-9: Applicant shall download the certificate from online portal.</p>
8	Fee	1. User charges – Rs 15/- (Fixed) 2. Service Charge – Not Required
9	Mode of payment	Online