## **EMPLOYEE REGISTRATION**

Note: You Should be having Aadhar number, DoB, e-mail, mobile number, employee type, Designation, your photo (JPG pic under 150KB) with you for registration on portal.

- 1. Go to your respective website and click on **EMPLOYEE REGISTRATION** and fill details as per below.
- 2. Fill in your personal details as per screenshot 'A' click next & Organization Details as per screenshot 'B' and submit.

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Pankaj kumar	pankaj kumar		4. Please provide your 12 digit Aadhaar number 5. Enter your email.								
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Enter Aadhaar Number *	Enter Aadhaar Number *		<ol> <li>Select the name of your Division/Unit within the Organization</li> <li>Select your Designation (only when Employee Type is Government)</li> <li>Select your office location (e.g. your office building name)</li> <li>Upload your recent scanned/digital picture in "jop" format of max file size 100 KB.</li> </ol>								
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E-Mail *	E-Mail*		13. Please enter the captcha code. 14. Please review the form before submission.								
k.pankaj@nic.in	k.pankaj@nic.in		Note: a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated. b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality.								
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Screenshot A

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Enter the code exactly as it appends: <b>JZII2</b> Not readable? Change text.				recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.								
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Screenshot B

3. A Message as below is after succesful registration of employees. Registartion ID of 8 digits will be generated which is used for attendance purpose. You will alsoget registration id in your email and mobile which is to be used for attendance purpose.

