

USER MANUAL TO ACQUIRE EMPLOYMENT CARD CERTIFICATE

The following manual will assist the **Applicant** to apply for the Employment Card Certificate:

All the User shall adopt on the following steps to access the official website of ‘Sikkim Go Portal with Single Sign on System’, to apply for the Employment Card Certificate.

Firstly, open any browser (chrome, internet explorer, Mozilla Firefox etc.) and enter the URL <https://sikkim.gov.in> as illustrated in Figure 1.

- Click on login in bottom as illustrated in the given Figure 1.

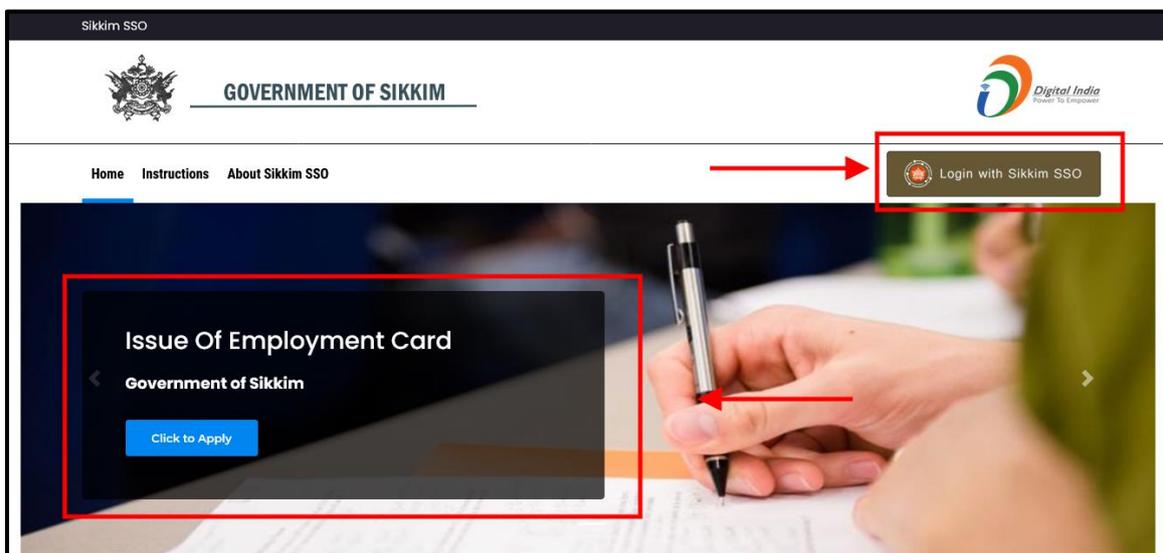


Figure 1: Sikkim Go Portal with Single Sign on System.

- Clicking on the ‘Log In’, button, a page will appear as shown in the below Figure 2.
- Enter the required field i.e., Email, Password and Captcha to access the User’s Dashboard of the SSO in the page.

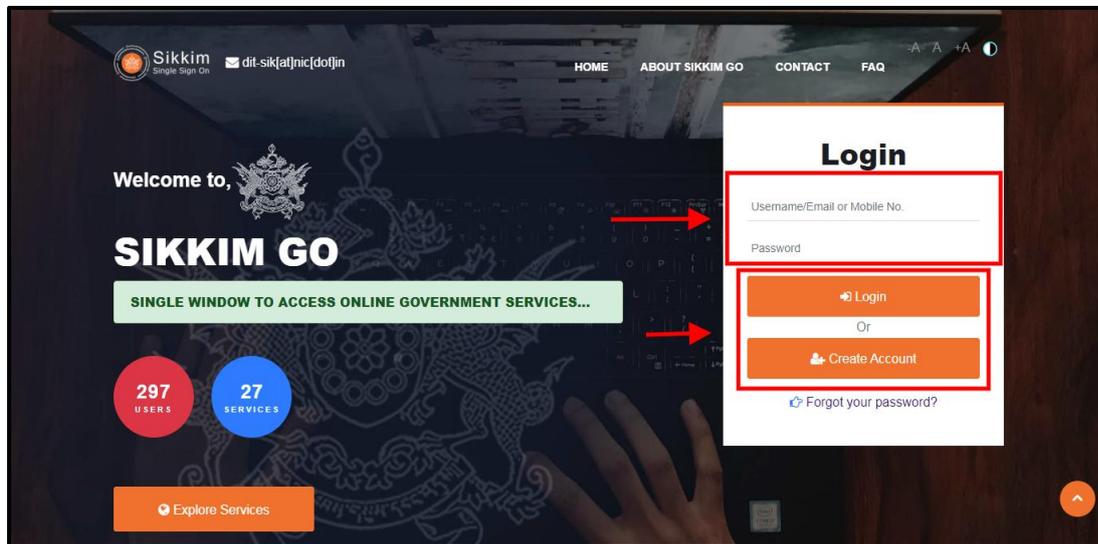


Figure 2: Login Page

- If the user is new, they can select the "Create Account" option to register and create their account.
- After filling up the required details click on the 'Login', button.
- Now, User's Dashboard will appear as illustrated in the below Figure 3.
- The user can view their submitted applications on the Applied section, as well as their accepted applications on the Approved section, and their Rejected applications on the Rejection section as shown in the below figure 3.
- The user can find the list of necessary required documents to apply for an Income Certificate under the Instruction/Guidelines section.
- The Application Updates section is where the user can find notifications and updates for their applications as shown in the below figure 3.

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The screenshot shows the 'Employment Card Service / Dashboard' for user 'ritik1 singh' on Tuesday, Aug 15, 2023. The dashboard is divided into several sections:

- Navigation Menu (Left):** Includes 'Dashboard', 'New Application', 'My Applications', 'Renew Offline Card', and 'Renewals' (with a notification badge).
- Statistics (Top):** Three cards showing 'Applied' (35), 'Approved' (24), and 'Rejected' (1) applications, each with a 'View' link.
- Instructions / Guidelines (Middle):** A list of three instructions:
 1. Application Fee of Rs. 50 is required.
 2. Enter applicant's details and upload necessary documents to submit the application
 3. Make sure the uploaded documents are clear and in a readable format to avoid the application from being returned.
- Application Updates (Right):** A list of application status updates, including 'Application Approved & Certificate Delivered', 'Application In Pending Approval - approved', 'Application in Approval', 'Application Verified - Submitted for APPROVAL', 'Application in Verification', and 'Application Submitted - Submitted once'.

Figure 3: User's Dashboard

Here are the steps that must be taken in order to apply for the issuance of an Employment Card Certificate by the user:

Step1: As you can see in the User's Dashboard, there is an option for a new application. Clicking on that button will redirect you to the new application page, as illustrated in Figure 4 below.

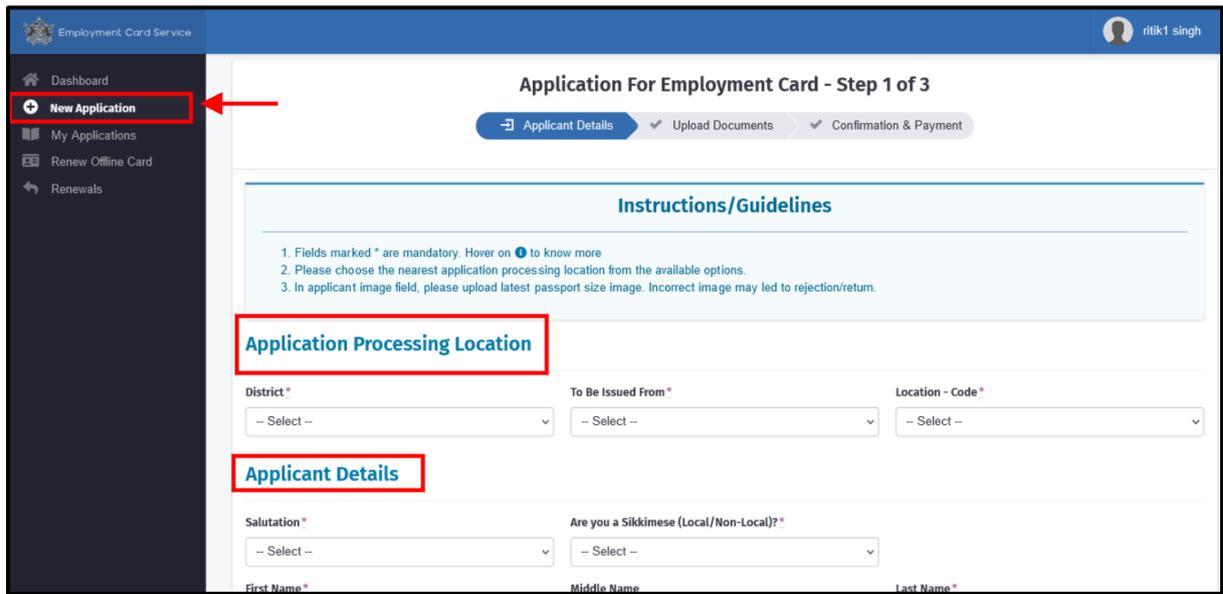


Figure 4: Application Details

- **Step2:** After completing the application details the user/applicant must post their photo and signature as shown in below Figure 5.

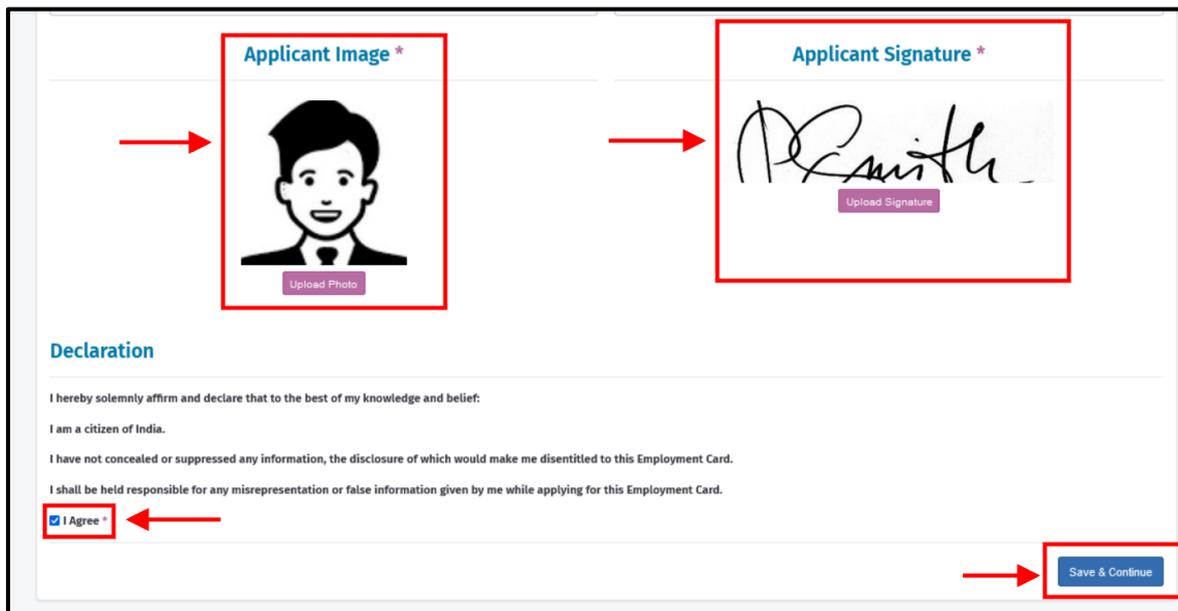


Figure 5: Application Details

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- **Step3:** After click on "Save & Continue," the next page will appear, where the applicant has to upload the documents that are required as shown in below figure 6.
- **Step4:** Now the user must upload the necessary documents by first choosing the document's name from the drop-down menu, clicking on "Choose File," choosing the correct file, and then click on upload, the file will be uploaded successfully as shown in the below figure 6.
- **Note:** *The selected file's name must not contain any special characters or symbols, and its size must not exceed 10 MB.*

The screenshot displays a web interface for document uploads. It features three main sections, each with a dropdown menu for document type, a file selection area, a progress bar, and a 'Change' button. The first section is for 'Recommendation *' with 'Area MLA Recommendation' selected. The second is for 'Qualification Document(s)' with 'Class XII Pass Certificate *' selected and 'DOCUMENT 2.jpg' chosen. The third is for 'Class X Pass Certificate *' with 'No file selected.' The 'Class X' section has a red box around the 'Browse...' button, a red arrow pointing to it from the left, and another red arrow pointing to the 'Change' button. At the bottom, a 'Back' button is on the left and a 'Save & Continue' button is on the right, with a red arrow pointing to it from the right.

Figure 6: Application Details

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- **Step5:** After selecting "Save & Continue," the applicant can check their uploaded documents and review them before final submission as shown in the below figure 7.

The screenshot displays the applicant's review page. On the left, the 'Applicant Details' section includes: Salutation (Mr.), Are you a Sikkimese? (Yes), Applicant's First Name (Ujal), Applicant's Last Name (Gurung), Gender (Male), Category (Others), Contact No (6543215456), Email ID (ujal@gmail.com), Date of Birth (25 Oct 1995), Relationship With Guardian (S/O), and Guardian's Name (Mr.Gurung). The 'Address' section shows Locality (Tadong), Postal Code (737102), and District (Gangtok District). The 'Issuing Office Code' is 805341. The 'Application Fee' is 100 /-. A note states: "** On submission, you will be redirected to the payment gateway to make the payment. Only after successful payment, the application is forwarded for approval." The document list on the right includes: Identity Certificate (Voter's ID), Recommendation (Area MLA Recommendation), Class XII Pass Certificate (Class XII Pass Certificate), and Class X Pass Certificate (Class X Pass Certificate). The 'Pay & Submit' button is highlighted in a red box.

Figure 7: Pay and Submit

- **Step6:** After clicking on 'Pay and Submit', a pop-up will appear in the screen where the Users have confirm their submission as shown in the below Figure 8.

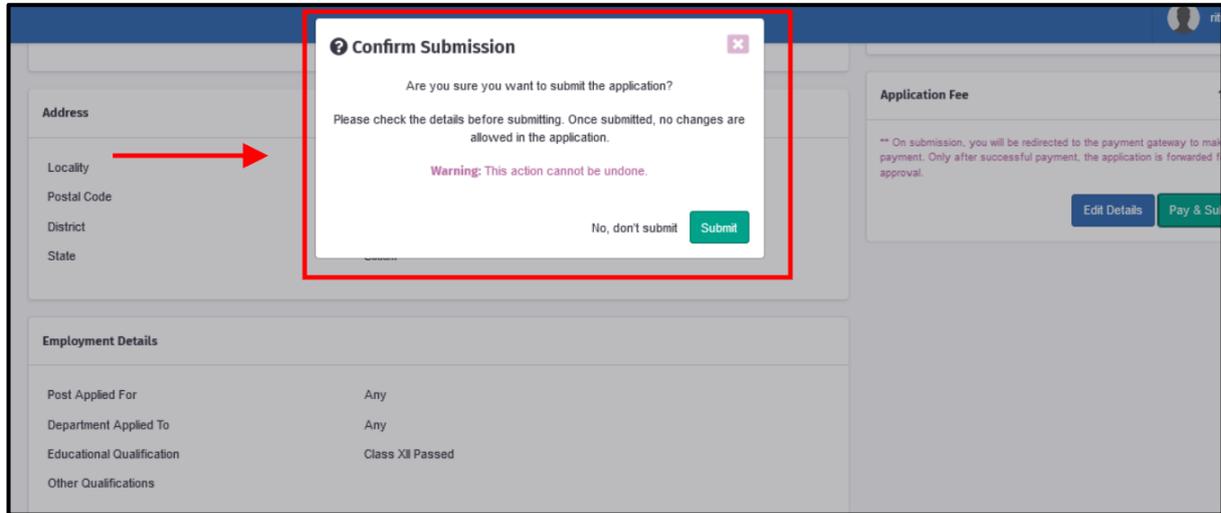


Figure 8: Confirmation

- **Step7:** After the successful transaction, the applicant will receive an acknowledgment slip along with the QR code and the application will be submitted as shown in the below Figure 9.

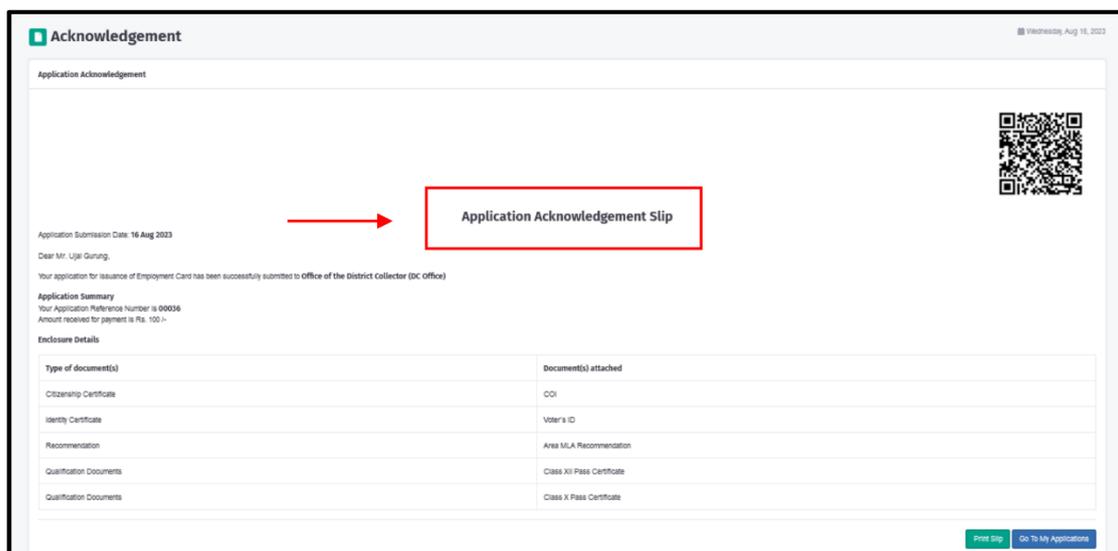


Figure 9: Acknowledgement Slip

- The applicant can also check whether or not their application has been submitted by clicking on the "My Application" where the status of the application will be as "Submitted". The applicant can view the status of their as illustrated in the Figure 10.

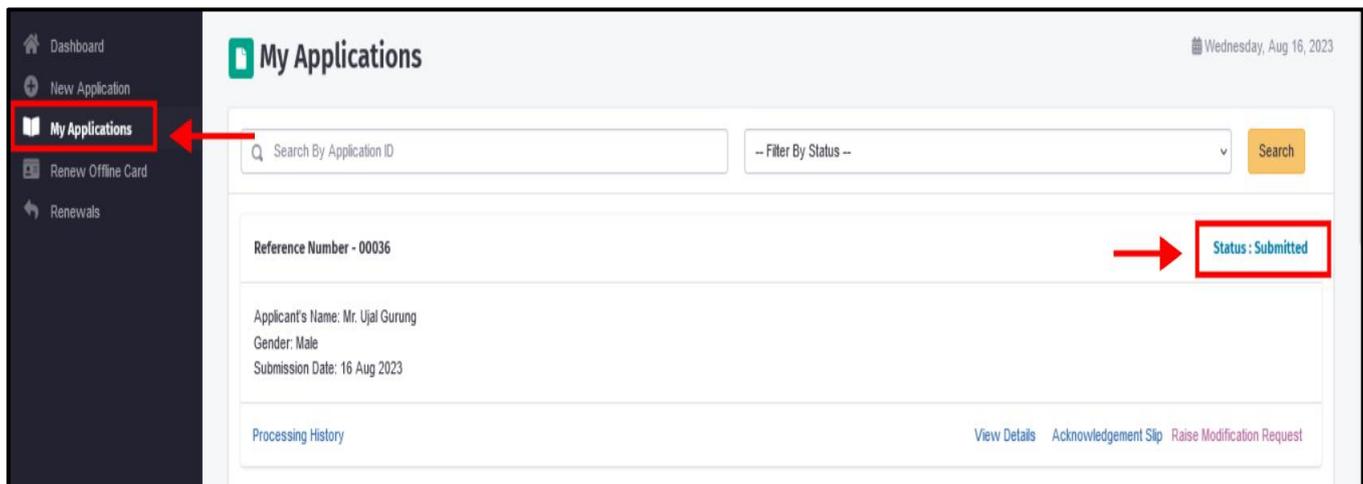


Figure 10: My Application

- To renew offline card the user can click on the 'Renew Offline Card' there the applicant has to follow the same steps as mentioned above and in addition they have to fill the 'Issued Card Details' as seen in the below Figure 11.

2. Fields marked * are mandatory. Hover on ⓘ to know more
3. Incomplete applications can be found in My Applications link for completion and submission later.

Application Processing Location

District*

To Be Issued From*

Location - Code*

Issued Card Details

Employment Card No.*

Issued Date*

Valid Till Date*

Applicant Details

Salutation*

Are you a Sikkimese (Local/Non-Local)?*

First Name*

Middle Name

Last Name*

Gender*

Marital Status*

Category*

Figure 11: Renew Offline Card

THE END