

Tamil Nadu e-District Application Training Manual

**Application For Profile Updation
(EMP-501)**

Employment and Training



राष्ट्रीय इ-गवर्नेस योजना
National e-Governance Plan

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E-DISTRICT TAMIL NADU USER MANUAL (Government of Tamil Nadu)

1. Project Overview

Districts are the de facto front-end of government where most Government-to-Consumer or G2C interaction takes place.

The e-District project was conceptualized to improve this experience by creating an automated workflow system for the district administration and help in providing the citizen efficient department services through Common Service Centers (CSCs), the primary front-end channels envisaged under the National e-Governance Plan by Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), Government of India.

2. General Information

Let's Start!!


2.1. Tools Required

You will be provided with the following basic infrastructure:

- Computer (CPU, Monitor, Keyboard & Mouse)
- Network Connection (as per requirement)
- Peripherals (as per requirement)
- Browser (Google chrome, Version 37)
- Uninterrupted Power Supply (UPS)



2.2. Starting your Computer

Steps

1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch 'ON' the electrical socket
4. Switch 'ON' the UPS
5. Press the  (power button) on the computer
6. Allow the system to boot up.



1. Switch 'ON' the UPS only after you have switched 'ON' the power socket
2. Switch 'ON' the computer only after you have switched "ON" the UPS
3. Switch 'OFF' the power socket in there is an electrical spark in the socket

	4. Do not start the computer in case the UPS is not fully charged 5. Do not start the computer in case any of the wires are in contact with water sources / moisture
	6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

3. Purpose

This document is an integral part of e-District application user manuals. The objective of this document is to provide step-by-step assistance to the user on how to apply for Grant or Renewal of Allopathic Drugs License through the e-District Portal.

4. Scope

The scope of this document is to cover the 'License to Grant or Renewal Allopathic Drugs' service offered under **Employment and Training**.

5. Getting Started

Following points and guidelines may be referred while accessing the e-Sevai/e-District application:

- User must have valid username and password
- Make relevant and correct entries only
- Recheck the entries before clicking on Submit button
- Mandatory fields cannot be left blank
- Mandatory/Optional documents should be attached as per requirement
- Do not make false entries

6. Services Offered under Employment and Training

Following services are offered under the Employment and Training:

1. EMP-501: Application for Profile Updation
2. EMP-502: Printing of Registration Id
3. EMP-503: Application for Registration
4. EMP-504: Application for Renewal

7. Application for Profile Updation

Following steps describe how to use the License to Grant or Renewal Allopathic Drugs service through the e-District Portal:


STEP 1: Go to the e-Sevai (Government of Tamil Nadu) Web Portal.

STEP 2: Enter the login credentials.

Make sure 'Operator' is selected in the **Operator Type** field.

STEP 3: Enter Captcha code.

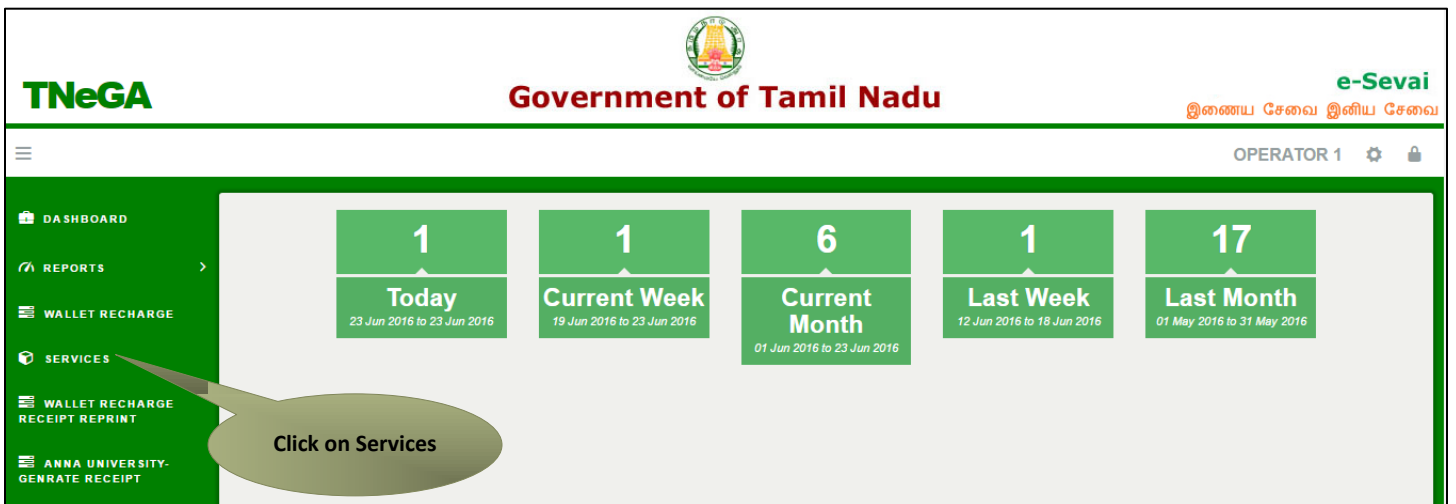
STEP 4: Click on Login.



The screenshot shows the e-Sevai login page. At the top, there is a header with the TNeGA logo and the Government of Tamil Nadu emblem. Below the header is a navigation menu with links: Home, About e-Sevai, Government Orders, e-Sevai, Contact Us, and Help. The main content area is divided into four columns: TNeGA (with a map of Tamil Nadu), Important Links (Government Orders, Tenders, Documents, Job Opportunities, Maps), Latest News (Locate your near by e-Sevai, List of Services Offered in e-Sevai Centres, List of Services offered through Institution), and Sign In. The Sign In section contains a text input for the login ID (tnelcchn010-01), a password input (masked with dots), a captcha image (ZNRJ2), a captcha input field (ZNRJ2), a dropdown menu for Operator Type (set to Operator), and Login and Reset buttons. A 'Forgot Password?' link is also present. Three callout boxes point to the login ID field, the captcha input field, and the Login button.

e-Sevai Dashboard will appear.

STEP 5: Click on **Services** on the left panel.

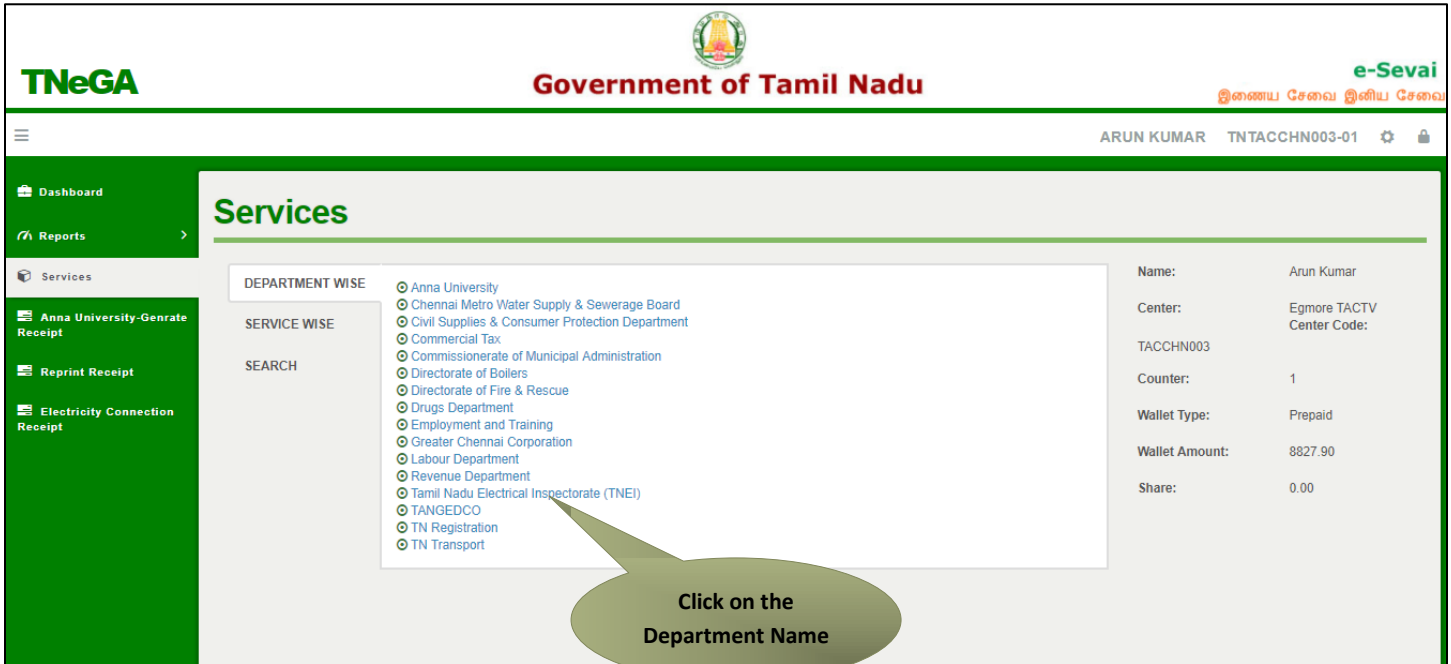


The screenshot shows the e-Sevai dashboard. At the top, there is a header with the TNeGA logo and the Government of Tamil Nadu emblem. On the right side of the header, there is a user profile section with the text 'e-Sevai' and 'இணைய சேவை இனிய சேவை'. Below the header is a navigation menu with links: DASHBOARD, REPORTS, WALLET RECHARGE, SERVICES, WALLET RECHARGE RECEIPT REPRINT, and ANNA UNIVERSITY- GENRATE RECEIPT. The main content area displays five summary cards: Today (1), Current Week (1), Current Month (6), Last Week (1), and Last Month (17). A callout box points to the 'SERVICES' link in the left navigation menu.

Department Wise service listing will appear.

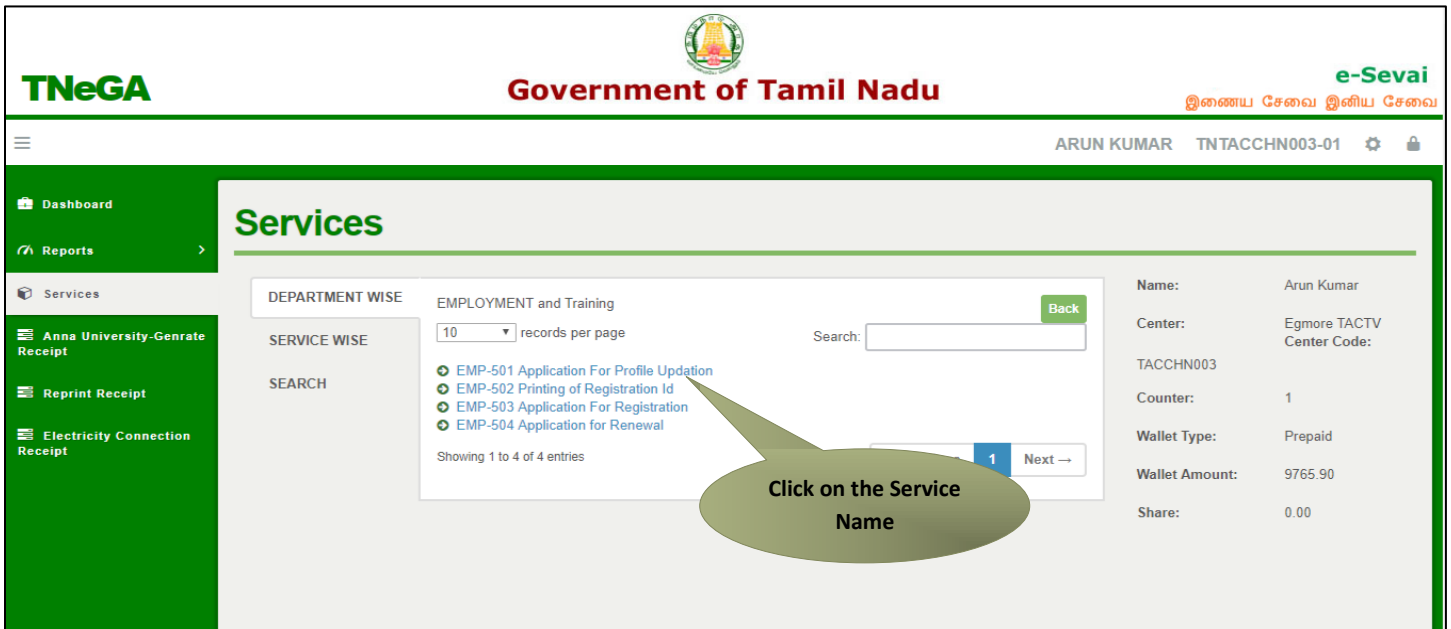
STEP 6: Click on **Employment and Training**.

You can also switch to the **Service Wise** listing, or switch to **Search** and search a particular service using keywords.



The screenshot shows the TNeGA Services page. The header includes the TNeGA logo, Government of Tamil Nadu, and e-Sevai. The user is logged in as ARUN KUMAR. The left sidebar contains navigation options: Dashboard, Reports, Services, Anna University-Genrate Receipt, Reprint Receipt, and Electricity Connection Receipt. The main content area is titled 'Services' and has three tabs: DEPARTMENT WISE, SERVICE WISE, and SEARCH. Under DEPARTMENT WISE, a list of departments is shown, including Anna University, Chennai Metro Water Supply & Sewerage Board, Civil Supplies & Consumer Protection Department, Commercial Tax, Commissionerate of Municipal Administration, Directorate of Boilers, Directorate of Fire & Rescue, Drugs Department, Employment and Training, Greater Chennai Corporation, Labour Department, Revenue Department, Tamil Nadu Electrical Inspectorate (TNEI), TANGEDCO, TN Registration, and TN Transport. A callout bubble points to 'Employment and Training' with the text 'Click on the Department Name'. On the right, user details are displayed: Name: Arun Kumar, Center: Egmore TACTV Center Code: TACCHN003, Counter: 1, Wallet Type: Prepaid, Wallet Amount: 8827.90, Share: 0.00.

STEP 7: Click on **EMP-503 Application for Registration**.



The screenshot shows the TNeGA Services page with the 'EMPLOYMENT and Training' department selected. The list of services is displayed, including EMP-501 Application For Profile Updation, EMP-502 Printing of Registration Id, EMP-503 Application For Registration, and EMP-504 Application for Renewal. A callout bubble points to 'EMP-503 Application For Registration' with the text 'Click on the Service Name'. The page also shows a search bar, a 'Back' button, and pagination controls. On the right, user details are displayed: Name: Arun Kumar, Center: Egmore TACTV Center Code: TACCHN003, Counter: 1, Wallet Type: Prepaid, Wallet Amount: 9765.90, Share: 0.00.

You will be redirected to the service page.



EMP-501 Application For Profile Updation

PERSONAL DETAILS	QUALIFICATION DETAILS	SKILL DETAILS	TECHNICAL DETAILS
Click on 'SAVE' button to continue next tab			
Registration No:	<input type="text"/>	<input type="button" value="Fetch Details"/>	
General Details			
Registration No:	<input type="text"/>	Candidate Name:	<input type="text"/>
User ID:	<input type="text"/>	Mobile No: *	<input type="text"/>
Father Name:	<input type="text"/>	Email ID: *	<input type="text"/>
Reference Number:	<input type="text"/>	Gender:	<input type="text" value="Select Gender"/>
Date of Birth:	<input type="text"/>	Mother Name:	<input type="text"/>
Religion:	<input type="text" value="Select Religion"/>	Marital Status:	<input type="text" value="Select Marital Status"/>
Community ID:	<input type="text" value="Select Community"/>	Caste:	<input type="text"/>
Community Certificate Number:	<input type="text"/>	Category:	<input type="text" value="Select Category"/>
Community Certificate Issuing authority:	<input type="text" value="Select Authority"/>	<input type="checkbox"/> Do The Candidate belong to OBC category?	
Address (Must be as per your Id/Address Proof): *	<input type="text"/>	District:	<input type="text" value="Select District"/>
Name of the Employment Office:	<input type="text" value="Select Employment Office"/>	Taluk: *	<input type="text" value="Select Taluk"/>
Local Body: *	<input type="text" value="Select Local Body"/>	Location: *	<input type="text" value="Select Location"/>
Village: *	<input type="text" value="Select Village"/>	Pincode: *	<input type="text"/>
STD Code (Land Line)	<input type="text"/>	Phone Number (Land Line) :	<input type="text"/>
Aadhaar No:*	<input type="text"/>	Favourite Color:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/>		Click on 'SAVE' button to continue next tab.	

STEP 8: Enter the 'Registration No' in the service page and Click 'Fetch Details' button.

STEP 9: Details populate from the registration.

STEP 10: Please Enter the details in the form which are editable, if changes applicable and Click 'save' button



EMP-501 Application For Profile Updation

PERSONAL DETAILS

QUALIFICATION DETAILS

SKILL DETAILS

TECHNICAL DETAILS

Click on 'SAVE' button to continue next tab

Registration No:	ARD2017M00000023	<input type="button" value="Fetch Details"/>	
General Details			
Registration No:	ARD2017M00000023	Candidate Name:	MANNAN
User ID:	SURAEN123	Mobile No: *	9876543223
Father Name:	MANIKANDAN	Email ID: *	mannan@1gmail.com <small>Note: Enter Email ID in small cases only.</small>
Reference Number:	XA12131311	Gender:	Male
Date of Birth:	20/09/1994	Mother Name:	SUNDHARI
Religion:	Hindu	Marital Status:	Separated/Deserted
Community ID:	BC - Backward Class	Caste:	THULUVA VELLAR
Community Certificate Number:	ASGGA12345	Category:	Rural
Community Certificate Issuing authority:	Thasildar	<input type="checkbox"/> Do The Candidate belong to OBC category?	
Address (Must be as per your Id/Address Proof): *	104, Muraru Street, Panimalai	District:	ARIYALUR
Taluk: *	ARIYALUR		
Local Body: *	Municipality	Location: *	ARIYALUR
Village: *	Select Village	Pincode: *	654231
STD Code (Land Line)	0	Phone Number (Land Line) :	
Aadhaar No:*	876543234567	Favourite Color:	red

Click on 'SAVE' button to continue next tab.

Government of Tamil Nadu

ARUN KUMAR TNTACCHN003-01

EMP-501 Application For Profile Update

SUCCESS : Profile Updated Successfully.

PERSONAL DETAILS

QUALIFICATION DETAILS

SKILL DETAILS

TECHNICAL DETAILS

Registration No: [Fetch Details](#)

General Details

Registration No: Candidate Name:

User ID: Mobile No:

Father Name: Email ID:
Note: Enter Email ID in small cases only.

Reference Number: Gender:

Date of Birth: Mother Name:

Religion: Marital Status:

Community ID: Caste:

Community Certificate Number: Category:

Community Certificate Issuing authority: Do The Candidate belong to OBC category?

Address (Must be as per your Id/Address Proof): District:

Taluk: Location:

Local Body: Pincode:

Village: Phone Number (Land Line):

STD Code (Land Line): Favourite Color:

Aadhaar No:

[Save](#) [Reset](#) Click on 'SAVE' button to continue next tab.

STEP 11: After 'PERSONAL DETAILS' saved successfully, click on 'QUALIFICATION DETAILS' Tab and Select the relevant qualification in the 'Dropdown'.

Government of Tamil Nadu

ARUN KUMAR TNTACCHN003-01

EMP-501 Application For Profile Update

PERSONAL DETAILS QUALIFICATION DETAILS SKILL DETAILS TECHNICAL DETAILS

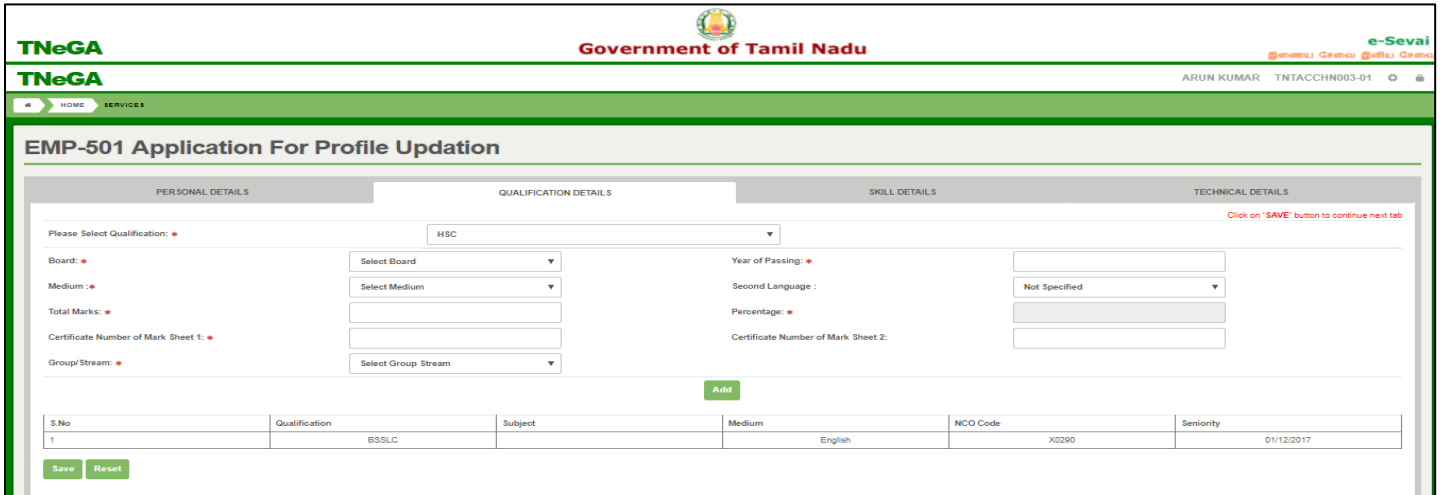
Please Select Qualification:

[Add](#)

S.No	Qualification	Subject	Medium	NCO Code	Seniority
1	BSSLC		English	X0200	01/12/2017

[Save](#) [Reset](#) Click on 'SAVE' button to continue next tab.

STEP 12: Enter the required qualification details of the applicant.



EMP-501 Application For Profile Updation

PERSONAL DETAILS | **QUALIFICATION DETAILS** | SKILL DETAILS | TECHNICAL DETAILS

Please Select Qualification:

Board: Year of Passing:

Medium: Second Language:

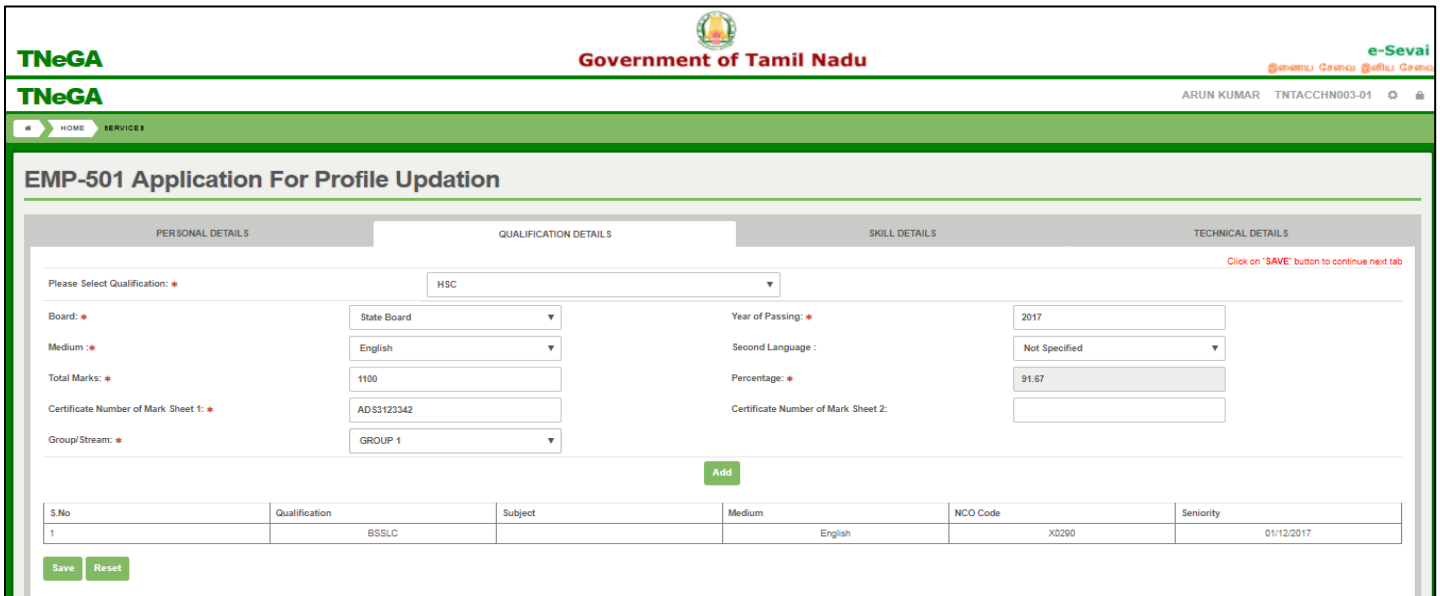
Total Marks: Percentage:

Certificate Number of Mark Sheet 1: Certificate Number of Mark Sheet 2:

Group/Stream:

S.No	Qualification	Subject	Medium	NCO Code	Seniority
1	BSSLC		English	X0280	01/12/2017

STEP 13: Once required fields are entered, click on 'Add' button below



EMP-501 Application For Profile Updation

PERSONAL DETAILS | **QUALIFICATION DETAILS** | SKILL DETAILS | TECHNICAL DETAILS

Please Select Qualification:

Board: Year of Passing:

Medium: Second Language:

Total Marks: Percentage:

Certificate Number of Mark Sheet 1: Certificate Number of Mark Sheet 2:

Group/Stream:

S.No	Qualification	Subject	Medium	NCO Code	Seniority
1	BSSLC		English	X0290	01/12/2017

Note: Operator can add another qualification by repeating the steps above.

STEP 14: Click on 'Save' button to save the details and continue to next tab.

The screenshot shows the 'EMP-501 Application For Profile Updation' form. The 'QUALIFICATION DETAILS' tab is selected. A callout bubble points to the 'Save' button with the text 'Click on 'Save'.' The form contains a table with the following data:

S.No	Qualification	Subject	Medium	NCO Code	Seniority	Action
1	HSC		English	X0115	01/12/2017	Edit delete

STEP 15: 'QUALIFICATION DETAILS' will be saved and Proceed to next tab.

The screenshot shows the 'EMP-501 Application For Profile Updation' form after successful saving. A success message 'SUCCESS : Qualification Details updated Successfully.' is displayed at the top. The 'QUALIFICATION DETAILS' tab is still active. The form contains a table with the following data:

S.No	Qualification	Subject	Medium	NCO Code	Seniority	Action
1	BSSLC		English	X0290	01/12/2017	
1	HSC		English	X0115	01/12/2017	

STEP 16: Click on 'Skill Details' Tab and Select the relevant skill in the 'Dropdown'



STEP 17: Enter the required skill details of the applicant.



STEP 18: Once required fields are entered, click on 'Add' button below



Note: Operator can add another 'skill details' by repeating the steps above.

STEP 19: Click on 'Save' button to save the details and continue to next tab.

Click on 'Save'.

S.No	Skill Details	Subject	NCO Code	Seniority	Action
1	Typewriting	English-Higher		01/12/2017	Edit delete

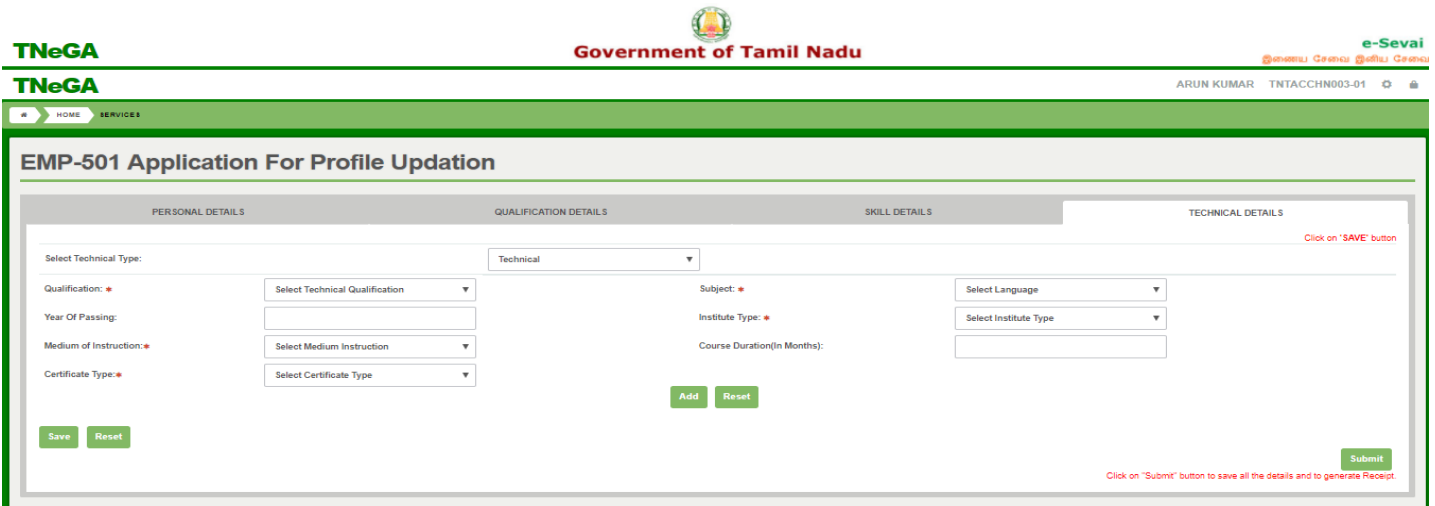
STEP 20: 'SKILL DETAILS' will be saved and Proceed to next tab.

SUCCESS : Skill Details updated Successfully.

STEP 21: Click on 'TECHNICAL DETAILS' Tab and Select the relevant Technical in the 'Dropdown'

Click on 'Submit' button to save all the details and to generate Receipt.

STEP 22: Enter the required Technical details of the applicant.

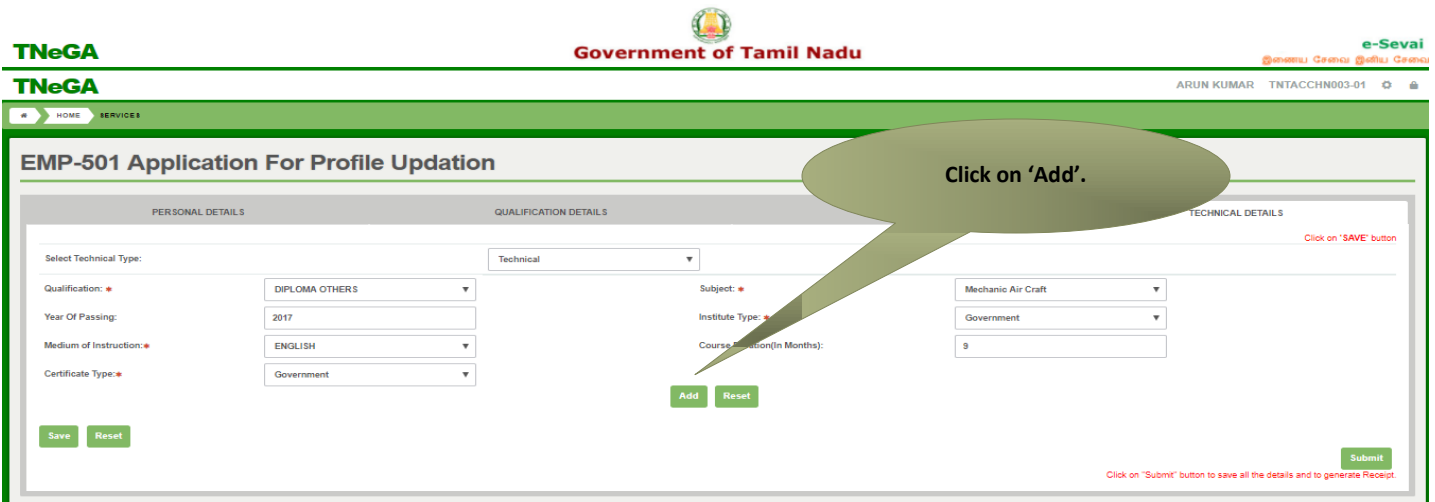


The screenshot shows the 'EMP-501 Application For Profile Updation' form with the 'TECHNICAL DETAILS' tab selected. The form contains the following fields and controls:

- Select Technical Type:** A dropdown menu with 'Technical' selected.
- Qualification:** A dropdown menu with 'Select Technical Qualification' as the placeholder.
- Year Of Passing:** A text input field.
- Medium of Instruction:** A dropdown menu with 'Select Medium Instruction' as the placeholder.
- Certificate Type:** A dropdown menu with 'Select Certificate Type' as the placeholder.
- Subject:** A dropdown menu with 'Select Language' as the placeholder.
- Institute Type:** A dropdown menu with 'Select Institute Type' as the placeholder.
- Course Duration(In Months):** A text input field.

Buttons: 'Add', 'Reset', and 'Submit'. A red note at the bottom right says 'Click on "Submit" button to save all the details and to generate Receipt.'

STEP 23: Once required fields are entered, click on 'Add' button below



This screenshot is identical to the previous one but with example data entered into the form fields. A callout bubble with the text 'Click on 'Add'.' points to the 'Add' button.

Example data entered:

- Qualification:** DIPLOMA OTHERS
- Year Of Passing:** 2017
- Medium of Instruction:** ENGLISH
- Certificate Type:** Government
- Subject:** Mechanic Air Craft
- Institute Type:** Government
- Course Duration(In Months):** 9

STEP 24: Click on 'Save' button to save the details.



EMP-501 Application For Profile Updation

PERSONAL DETAILS QUALIFICATION DETAILS SKILL DETAILS TECHNICAL DETAILS

Select Technical Type:

Qualification: *

Year Of Passing:

Medium of Instruction: *

Certificate Type: *

Subject: *

Institute Type: *

Course Duration(In Months):

S.No	Qualification	Subject	Medium	NCO Code	Seniority	Action
1	DIPLOMA OTHERS	Mechanic Air Craft	ENGLISH		01/12/2017	<input type="button" value="Edit"/> <input type="button" value="delete"/>

Click on "Submit" button to save all the details and to generate Receipt.

Click on 'SAVE' button.

STEP 25: 'TECHNICAL DETAILS' will be saved and proceed to generate receipt.

STEP 26: Click on 'Submit' to generate receipt.



EMP-501 Application For Profile Updation

SUCCESS : Technical Details updated Successfully.

PERSONAL DETAILS QUALIFICATION DETAILS SKILL DETAILS TECHNICAL DETAILS

Select Technical Type: Technical

Qualification: *

Year Of Passing:

Medium of Instruction: *

Certificate Type: *

Subject: *

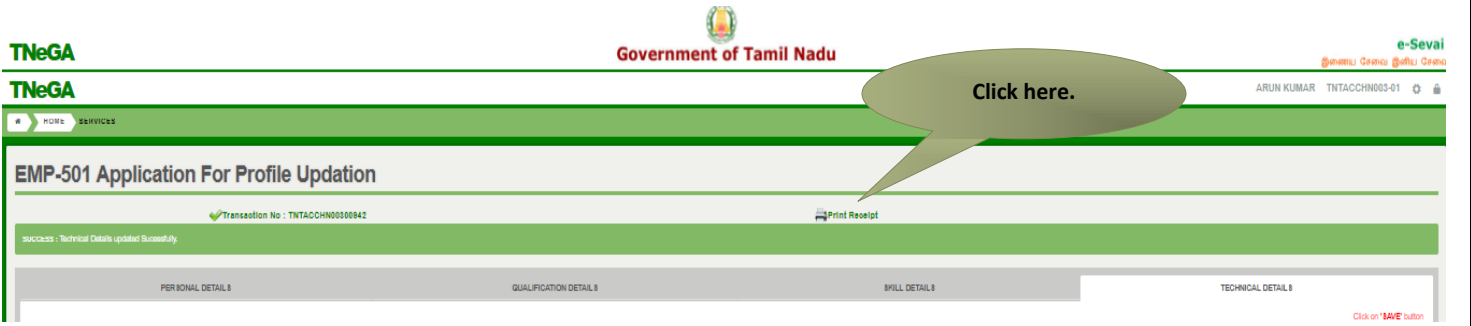
Institute Type: *

Course Duration(In Months):

S.No	Qualification	Subject	Medium	NCO Code	Seniority	Action
1	DIPLOMA OTHERS	Mechanic Air Craft	ENGLISH		01/12/2017	


Click here.

STEP 27: Click on 'Print Receipt' to download/print the receipt.



Acknowledgement receipt will be shown.

The below figure shows the preview of the acknowledgement receipt.

 தமிழ்நாடு அரசு / Government of Tamil Nadu இ-சேவை மையம் / e-Sevai Centre		
ரசீது / RECEIPT		
ரசீது எண் / Receipt No: TN-9420171201003 விண்ணப்பதாரர் / Applicant Name: MANNAN துறையின் பெயர் / Department Name: வேலைவாய்ப்பு மற்றும் பயிற்சித்துறை / Employment & Training	பதிவு எண் / Registration No :TNC2017M00000006 பரிவர்த்தனை எண் / Transaction No : TNTACCHN00300942 விண்ணப்பித்த தேதி / Application date : 01-12-2017 19:56:42 விண்ணப்பித்த சேவை / Applied for Service : EMP-501 Application For Profile Updation	
பணம் செலுத்திய விவரம் / Payment Details		
விவரங்கள் / Particulars	செலுத்தும் முறை / Payment Mode	செலுத்தப்பட்ட தொகை (ரூ) / Amount Paid (Rs)
இ-சேவை மையக் கட்டணம் /e-Sevai Centre Charges	Cash	15.00
ரூபாய் எழுத்துக்களில் / Amount in words (Rs): Fifteen only.		
மையப் பெயர் & குறியீட்டு எண் / Centre Name & Code : Egmore TACTV-TACCHN003	கையொப்பம் / Signature of the Centre Operator	

Acknowledgement receipts can be re-printed from the **Reprint Receipt** section.

8. Disclaimer

This User manual is prepared as per the existing application; however actual screen shots may vary for few cases.