

For UnEmployed Engineers:

A. Up-gradation of class V to IV :

a. For online Users (Certificate via Online e-ROC system) :

1. The UnEmployed Engineer will login and click on “Upgrade to class IV” option.
2. Pay the requisite portal and balance Registration fees.
3. Take receipts of payments and visit the concerned division office to obtain the provisional registration certificate (upgrade Class IV).
4. Division Office will collect the original manual Certificate and then only issue the provisional certificate.
5. The hard copy will be delivered by speed post within 3 months at KYC address.

b. For Manual Users (Certificate via Manual system) :

1. The UnEmployed Engineer will register and create login id and password on this portal.
2. User will fill KYC and choose “Upgrade Manual Certificate of Class V to Class IV” option.
3. Fill Appendix C and select appointment date. Please carry original certificate and original copies of uploaded documents for verification.
4. Committee will verify and forward this to concerned circle office.
5. After approval at Circle Office, email will be sent to applicant to pay the requisite fees.
6. Take receipts of payments and visit the concerned division office to obtain the provisional registration certificate (upgrade Class IV).
7. Division Office will collect the original manual Certificate and then only issue the provisional certificate.
8. The hard copy will be delivered by speed post within 3 months at KYC address.

B. For Manual and Online Certificate Renewal :

a. For online Users (Certificate via Online e-ROC system) :

1. Already registered UnEmployed Engineer will login and select “Renewal” option and proceed further.
2. Visit Committee with uploaded original certificates.
3. After approval from Circle office, UnEmployed Engineer will pay requisites fees.
4. Visit concerned office with payments receipts and original Registration Certificates.
5. Division Office will issue the provisional certificate.
6. The hard copy will be delivered by speed post within 3 months at KYC address.

b. For Manual Users (Certificate via Manual system) :

1. The UnEmployed Engineer will register and create login id and password on this portal.
2. User will fill KYC and choose select “Renewal” option.
3. Fill Annexure C and select appointment date with Committee. Please carry original certificate and original copies of uploaded documents for verification.
4. Committee will verify and forward this to concerned circle office.
5. After approval at circle office, email will be sent to applicant to pay the requisite fees.
6. Take receipts of payments and visit the concerned division office to generate the provisional registration certificate (Renewal Class IV).
7. Division Office will issue the provisional certificate.
8. The hard copy will be delivered by speed post within 3 months at KYC address.