CHAPTER II
NECESSITIES AND IMPORTANCE OF EMPLOYMENT EXCHANGES IN MANPOWER PLANNING

The growing need of employment exchanges for the optimum utilisation of manpower resources of a country is being recognised all over the world in an increasing measure.

"The manpower resources of India are no doubt a great national asset but at the same time, they are a crushing liability. This huge reservoir of work people is as valuable as fertile soils, rich minerals, thick vegetations or other natural resources, but it requires to be scientifically mobilised for fighting the battle of freedom from want. This gigantic task is what is empl by manpower planning. It depends upon some total of the current potential labour supply on the one side as against the existing and future labour requirement for the development of the economy and involves the coordination and balance of these factors in terms of needs. In India, with her unlimited supply of unskilled labour and her adequate deficit of skills, technical, and scientific personnel, planning cannot optimum utilisation of available resources in terms of men and
material for which employment exchanges are very useful.¹

When problem arose for re-settlement and rehabilitation of ex-service men, the Government of India after the Second World War, set up National Employment Service in 1945. A number of employment offices were opened in most of the industrial towns, including Kanpur to carry out the task of resettlement or workers.

These exchanges were trying to remove the existing systems of recruitment. They were also expected to facilitate the employers for putting the right man at the right job according to his eligibility and ability. The procedure adopted by employment exchanges was scientific and could go a long way in matching jobs with available manpower.

DEFINITION OF EMPLOYMENT EXCHANGES:

There is not a single, scientific and precise definition of Employment Exchanges. However, the

1. V.V. Giri,
   Labour Problems in Indian industry,
   Page - 127
Employment Exchanges, is another name given to labour exchange which is a special office set up for bringing together as quickly as possible, those labourers who are in search of employment and those who are looking for labourers.

Thus the employment service in a country broadly refers to that institution which is established mainly with a view to adjusting properly the demand for and supply of labour in various spheres of economic activity. "Employment Exchange means an establishment of employment service which assists, without remuneration, employment seekers to secure suitable employment and employers to obtain suitable workmen and which carried out such other duties as may be assigned to it by responsible authorities". 'The Employment Exchanges (Compulsory Notification of Vacancies) Act 1959' of Government of India, has given their views regarding these institutions. These are worth while here. The functions of Employment Exchanges are them selves a definition.

" The Chief function of these Exchanges is to enrol persons who seek employment and to collect the demand of Government departments, Semi - Government institutions and industrial units and ultimately to
arrange for the placement of job seekers"¹.

'The Employment Exchange, thus, is an institution which endeavours to bring employers and employees closer by maintaining complete lists of workers seeking jobs and the number and nature of vacancies which employers desire to fill"²

"The credit of hitting the idea of Employment Exchanges, goes to the late Lord William Beveridge of England. On his advice, Britain set up Employment Exchange for the first time in 1909."³

But today Employment Exchanges do not only undertake the work of market places where workers and jobs are exchanged, but they are also helpful in assisting the employment seekers with their qualifications and experiences. So nowadays Employment

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1. Book - Current Economic and Commercial Essays
   By - Dr C B. Mamoria & Dr S.D Sharma
   Page - 115

2. Bhagoliwal, T.N
   Economics of labour and Industrial Relation
   1985 Page - 146

3. Encyclopaedic Dictionary of Economics
   Volume II By - N.B. Ghodke
Exchange may be defined as, "Employment Exchange guides young persons and employment seekers in problems of vocational choice, employment and adjustment and it also gives its advice to Government in manpower problems including review and readjustment of training programme and curriculum according to employment market needs".

There are various types of Employment Exchanges running throughout the country, which have work at different level such as Central Employment Exchanges, State or Regional Employment Exchanges, Zonal Employment Exchanges etc.

Different Employment Exchanges have different type of work. Central Employment Exchange established at the national level is responsible for vacancies of all India nature. "CENTRAL EMPLOYMENT EXCHANGE means the Employment Exchange established by the Government of India, Ministry of labour and Employment, which is responsible for handling vacancy and labour clearing on all-India basis in addition to handle all vacancies.

1- P. K. Roy
4 Book - Problems of unemployment
Chapter - Role of Employment Exchanges and other institution,
Page - 192
(i) Carrying total monthly emoluments of Rs. 200 p.m. and above occurring in establishments in respect of which the Central Government is the appropriate Government under the Act,

(ii) Vacancies which an employer may desire to be circulated to the Employment Exchanges outside the state or in Union Territories in which the establishment is situated and,

(iii) Vacancies for employment of Indian Nationals in foreign countries.

NECESSITY & IMPORTANCE OF EMPLOYMENT EXCHANGES:

The setting up of Employment Exchanges in the country has not only been helpful in preventing the recruitment through jobbers but also having a more efficient system of recruitment for every type of job. Such as skilled, semi skilled & technical etc.

' Royal Commission on labour did not favour the establishment of Employment Exchanges as it did not think

1. National Employment Service Manual Volume 1
   Chapter -1- Employment Exchange Procedure, Page 1-2
that it would be wise to start them at a time when most factory owners could find efficient labour at the gates.¹

Further the commission ignored the utility of exchange as an instrument of help in reducing unemployment. This is also true, that they could not effect the volume of employment.

Beyond the report of commission and the views of Royal Commission regarding the Employment Exchanges, the establishment of Employment Exchanges has been advantageous not only to workers but also helpful to the employers. 'The workers obtain work with comparative ease and jobs for which they are best suited'.² On the other hand, the employers are able to get the right man for the right job through the exchanges. The importance of the exchanges therefore, can hardly be exaggerated.

The necessity and importance of Employment

1. Report - The Royal Commission on labour, Quoted by - Labour problem in India By - S.N. Malhotra 1981, Page - 68

2. Ibid.
Exchanges in a country like India is still greater and this is also a fact that in India there are natural assets in abundance. The manpower resources of India are undoubtedly a great national asset but at the same time they are 'a crushing liability'. In the words of late Sri V.V. Giri, This huge reservoir of work people is as valuable as fertile soils, rich minerals, thick vegetation or other natural resources, but it requires to be scientifically mobilized for fighting the battle of freedom of want......... in India, with her unlimited supply of labour of her acute deficit of skilled, technical and scientific personnel, planning cannots optimum utilisation of available resources in terms of man and material.1.

From this point of view we can analyse, that the importance of Employment Exchanges in India is very great. People are also influenced by the functions of Employment Exchanges.

1. Giri V.V.,
   Labour problem in Indian Industry.
   Asia 1972, Page- 311
The term employment market is used to refer to an area having concentration of economic activity for which the labour force is habitually drawn from persons living in the area, with an Employment Exchange serving as a focal point to bring together workers and employers. Employment Exchanges are responsible for collecting regularly informations about employment in the private sector as well as public sector. It is balanced between the demand and supply of labour. The information, that the number of persons they are employing, the vacancies that have occurred there in and the type of persons they find to be in short supply, will be collected from all the public sector and those employing 25 or more persons in the private sector under the provisions of the Employment Exchange Act 1959, which has made it obligatory on them to submit to the local Employment Exchange.

The information will relate only to employers and employees, but not to independent worker or unpaid family workers.
The information of the employers is three-fold
(i) to give Employment officers more facts on which to
base their reports of the Employment situation and to
enable them to decide more accurately what type of
personnel are in short supply. This is essential in order
to decide what vocational training courses should be
provided. (ii) to provide information which will be
needed to improve and add to the services given by the
Employment service. Employers too will be able to call on
the Employment service for more reliable information
about the employment in a locality. (iii) To provide a
method by which to measure continuously changes in the
level of employment in an Employment Exchange area or
other areas constituting specific employment markets.

The data are also needed to follow the progress
of the Five-Year-Plans in creating more employment. The
information will also be required for many other planning
and administrative purposes at both state and national
levels. The Employment service made up of a net-work
position to analyse local employment market situation.

The state Employment Market Information (SEMI)
Unit has been set up at each state Headquarters. The
functions of the SEMI the establishment and maintenance
of the procedure, the collection of employment information, establishment of close liaison and working arrangements with all agencies in the state concerned with manpower planning, employment and unemployment, presenting the manpower and employment points of view to all departments of the state Government and supervision of the collection of employment data Employment Exchanges.

The collection and analysis of data concerning employment situation in different industries, occupations and area is essential for any programme of manpower planning. Prior to 1951, employment information in India was available, more or less, as a by product of various labour legislations, like the Factories Act etc. But the data available from such sources could not give an all-India picture, nor did they prove useful from the point of view of manpower planning, owing to the lack of uniformity in the matter of concepts, deficiencies in coverage varied frequency in the periodicity of data collection etc. To fulfill the long felt need for comprehensive data on employment and unemployment and demand and supply of manpower etc, the Training and Employment service organisation (Shiva Rao) Committee had recommended in 1954, that "The Employment service should
be the main agency for the collection, compilation and dissemination of all information in regard to employment and unemployment the situation and trend and the requirements of different occupations and industries in regard to manpower. In addition to the collection of statistics, the Employment service should undertake special research into the studies of the employment market and trends in particular industries, occupations and areas".

This recommendation was also in line with the ILO'S Convention No. 88 and Recommendation No. 83, both of which require the Employment service to undertake appropriate measures to "collect and analyse, in co-operation, where appropriate with other authorities and with management and trade unions, the fullest available information on the situation of the unemployment market and its probably evolution, both in the country as a whole and in the different industries, occupations and areas, and make such information available systematically and promptly to the public authorities, the employers and workers organisations concerned and the general public".

According, The Directorate - General of Employment and Training carried out in Delhi, from
January to March 1956, a pilot project with the help of an ILO expert, to devise formulate and test the techniques and methodology for the programme. In fact all these data, primarily constitute the information base for manpower planning at the area at different levels, for assessing the impact of development plans on employment and unemployment in identifying the areas lagging behind in the matter of employment generation and for ensuring the availability of workers with the requisite skills and education at the right time. The need for regular flow of employment information cannot be over emphasized particularly when a major problem of unemployment and imbalances between labour supply and demand have to be tackled from various angles.

HELP IN MOBILITY OF LABOUR :

Employment Exchanges are also helpful in increasing the mobility of labour. It is very essential to increase the industrial production and achieve full employment. Mobility of labour is advantageous if it aims to mobilise the workers:

(i) From under employment to full employment.
(ii) From surplus areas to deficit areas.
(iii) From low wage jobs to higher wage jobs.
(iv) From unskilled or semi-skilled work to skilled work.
Employment Exchanges are very much helpful in mobilising the workers according to the above aims. They not only help in productivity by increasing the efficiency of the workers but also try to achieve full employment in the society.

Prior to establishment of Employment Exchanges in India, in most of the firms or factories, labours were appointed through middleman. For this they were not so much mobile as they are today. Now Employment Exchanges have provided them facility to move to any place firm or industry according to their qualifications and skill.

It is also believed by the economist that "Labour becomes more mobile every year and labourers move of their own accord to place where remunerative employment exists"¹.

By this statement now it is proved that labour mobility is also effected by their own capability and efficiency, but Indian labour efficiency is poor. If

¹ Book - Indian Industrial and Economics problems
   By - The Hon. V.G. Male M.A.   Page - 112
   Chapter IV - The Labour Problem in India
   This paper is submitted to the Industrial conference Allahabad, 1910.
workers improve their efficiency no doubt, their mobility will be affected. They can get better job through Employment Exchanges. It is also a fact that "efficient labour plays an important part in the production of wealth"\textsuperscript{1}.

There is also provision of 'Mobile Employment Exchanges'. It can provide better services to the applicants. This was introduced in September 1945 at one time as many as 45 mobile Employment Exchanges were functioning. These sections were discontinued after the re-organisation of the service in 1956.

There is another word "Mobile labour means those applicants on the live Register who have definitely indicated their willingness to move to other Exchanges provided acceptable employment is offered to them"\textsuperscript{2}. It indicates that labour could trust on employment exchanges. There is only a process from which

\begin{enumerate}
  \item Book - Indian Industrial and Economics problems By - The Hon. V.G. Male M.A. Page - 112 Chapter IV - The labour problems in India This paper is submitted to the Industrial conference Page - 120.
\end{enumerate}
Government can help to progress in employment and labour is not compelled to wander from one place to another and from door to door in search of employment unless persons are unskilled.

ELIMINATION OF BRIBERY AND CORRUPTION IN SYSTEM OF RECRUITMENT:

In every sphere of life there is widespread corruption & bribery in system of recruitment. It is a common phenomenon, but Government always tries to reduce it. The Employment Exchanges have played a very important role in the system of recruitment & also helped in minimising the corruption.

But because 'most employers are free to select any candidate suiting their requirements through employment exchange offices. They can also ask the exchanges to send further batches of candidates, which are demanded'. Those vacancies which are not filled

Chapter III - Functions, Programmes And Procedures.
Page - 38.
through Union Public Service Commission, or by competitive examination, or by promotion, are required to be notified to the appropriate Employment Exchanges.

The Government of India has issued, and continues to issue from time to time, comprehensive instructions in regard to the notification of vacancies to Employment Exchanges.

State Employment Exchange Recruitment Policy is different from the Central Employment Exchange.

HELP IN IMPLEMENTATION OF VARIOUS SCHEMES OF THE GOVERNMENT:

The Government also makes the use of Employment Exchanges to implement its various schemes regarding recruitment for example resettlement of demobilised persons, rehabilitations of refugees and decasualisation labour etc. Employment Exchange in India where opened to help in the resettlement of soldiers in the year 1943-44. After the Independance the problem of rehabilitating refugees coming from Pakistan was also entrusted to Employment Exchange. They are also conducting various schemes for the recruitment and training of the workers under the Five-Year-Plans of the country.
PROVIDE TRAINING FACILITIES & VOCATIONAL GUIDANCE:

As we know there is a Directorate of Training & Employment in every state, therefore, there is not provision only for job seekers in Employment Exchanges but also facility of industrial training in different ITI'S. These ITI's provide training on different trades to the youth who have minimum qualifications of matriculation. In U.P. there are a number of ITI including one at Kanpur.

Vocational guidance is much important. It is also accepted by foreign economists. In the words of Chung-Yue-Ping "The recent practice of analysing productivity in terms of both workers characteristics and work characteristics. This is also supported by model proposed by Isang and Levin (1985) Levin's conception that research on economic returns to vocational education has to take into consideration the labour market is substantiated".\(^1\)

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In 1956 Shiva Rao's Committee published a scheme, for the benefit of employment seekers. (In this scheme Shiva Rao Committee considered) "A scheme for providing vocational guidance and employment counselling at Employment Exchanges was formulated in 1956 with the aid of an ILO expert.

The 'National Employment Service' started, for the first time on a comprehensive scale in the country, the programme of vocational guidance in 1957"\(^1\).

From the publication of scheme, the programme is in operation till date "there were vocational guidance units at 229 Employment Exchanges in the country"\(^2\). These guidance also helps to choose career and tries to solve vocational problems. In one place of National Employment Service in India quoted that "these services refer to continuous assistance rendered to applicants and job seekers in planning their vocational careers and in solving their employment and vocational problems"\(^3\).

1. National Employment Service in India
   Directorate General of Employment & Training
   Ministry of Labour, Government of India, New Delhi.
   Chapter IV - Special Programme Page - 51
2. Ibid, Page - 51
The Vocational Guidance and Employment Counselling programmes are designed to give intensive vocational guidance to those who seek such assistance. The term vocational guidance, more appropriately cannnotes assistance to youth, whereas employment counselling refers to the assistance given to adults. Vocational Guidance is to be conducted in close collaboration with guidance services in schools under education authorities.

The programme is jointly operated by the Directorate General of Employment and Training, Union Ministry of Labour and Employment, and with the Directorates of Employment Exchanges in the states. The Ministry of labour and Employment through the Director of Employment Exchanges is responsible for the general policies and procedure which are devised in collaboration with the state Government through the National Working Group of the Employment Service. The Director is also responsible for the training of special staff, the preparation of tools and materials for the service and co-ordinating the service at the national level with the guidance service under the education authorities. The State Directorates of Employment administer the service through with the guidance service of Education.
Department of the State Governments.

State vocational Guidance units at the Directorates assist their respective Directors in the administration and co-ordination of the programme in the Employment Exchanges in the State and in collaboration with the guidance service under state Education authorities.

At an Employment Exchange the programme is implemented by the Vocational Guidance Section under the administrative control of the officer-in-charge of the Exchange.

While recognising that very occasionally the requirements the Employment Service as a whole may make it necessary for the office-in-charge of the Exchanges to utilize staff specially appointed for this programme and other duties, it should be realised that the funds available for vocational guidance and employment counselling are allocated solely for the purpose of developing this separate and distinct programme. Specialised staff appointed for this programme (as well as E.M.I. or O.I.) programmes should, therefore, be kept fully engaged in their own programmes.
'collaboration at the State level is effected through the State co-ordination Committee for Vocational Guidance and Employment Counselling which consists of representatives of different Government Departments and private bodies nominated by the State Government.

Similarly, the collaboration at the District level is achieved through the District Co-ordination Committee for Vocational Guidance and Employment Counselling which consists of representatives of Employment and Education Departments and members of other Departments as nominated by the State Government.1

There are separate branches for providing accurate guidance or informations to job seekers. The functions of a Vocational Guidance section in an Employment Exchange are to:

(a) Provide vocational guidance and employment counselling to youth (boys and girls) and adults (man and women) in groups as well as individually.

(b) assist in the placement of youth in institutional

   Directorate of Employment Exchanges
   Ministry of Labour and Employment (D.G.E. & T.)
   (Government of India).

   Part III - Vocational Guidance and Employment counselling
   Chapter 1 - Organisation of vocational Guidance and Employment counselling programme. Page -246
or inplant training centres, apprenticeship or in entry jobs. As regards adults, it will help them in securing re-training facilities in placement.

(c) Follow-up and review the progress of guided youth and adults.

(d) review the records of applicants on the live Register and to give them such guidance as would lead to early and suitable placement.

(e) assist other sections of the Employment Exchanges in improving the quality of registrations and submissions,

(f) assist in the collection and compilation of up-to-date and accurate information on occupations, training facilities, educational courses, employment trends and employment outlook for youth and adults, scholarships and sources of financial assistance.

(g) Disseminate locally up-to-date and accurate information on occupations, training facilities, educational courses, employment trends and employment outlook to youth, teachers parents, and other groups.

(h) maintain a regular and well-equipped occupational information room for the use of applicants and
visitors seeking information,

(i) maintain an up-to-date library on occupational literature as well as prospectuses of educational institutions technical colleges etc.

(j) Participate in programmes conducted by public or private bodies on vocational guidance or such other programmes for the benefit of youth like career conferences, visits to business and industrial establishments, and educate the public by undertaking publicity measures in vocational guidance principles with a view to encourage community consciousness.

In the Employment Exchanges, there are also arrangement for the proper guidance procedure by various activities. The guidance procedure at an Employment Exchange with a Vocational Guidance section will essentially consist of:

   Directorate of Employment Exchanges
   Ministry of labour and Employment
   Part III- Vocational Guidance and Employment counselling.
   Chapter-II - Functions, page 247-248
(a) Group Guidance comprising of Invitational Talks, Group Discussions and Invitational Talk-cum-Group Discussions according to the needs of the group.
(b) Individual Guidance, and
(c) Giving information individually

HELP IN MAXIMISING NATIONAL DIVIDEND ADVANTAGES TO THE EMPLOYER:

After the establishment of employment exchanges, unemployed persons take advantage of it. Employment Exchange also helps in national progress. By the Exchange young persons get employment. The Employment Exchanges also help in increasing the national dividend of the country. For this 2 things are necessary:

(i) We must remove involuntary unemployment
(ii) The right man must be posted for right job.

By these 2 methods only we can increase the production of the country. As regards the first point the workers who are unemployed and want to do some work. They may register themselves with the exchanges. Employment

   Directorate of Employment Exchanges
   Ministry of labour and Employment
   (D.G.E. & T) (Government of India).
   Chapter IV - Guidance procedure, Page - 251
Exchanges will help them in finding a suitable job. As far as the second point is concerned, since bribery corruption and favouritism do not find any place in recruitment through employment exchanges, the right man is posted at the right job. Inefficient persons now have no chance to be posted on a post for which they are not qualified. Thus employment exchanges by removing involuntary unemployment and recruiting right man for right job help in maximising the national dividend of the country.

**GENERAL FUNCTIONS OF EMPLOYMENT EXCHANGE:**

(a) **Placement Functions:**

The Employment Service is jointly organised by Government of India and State Government. One of the important functions of Employment Exchanges is placement function, the means to:

- Organise vacancy and clearance at Employment Exchanges at State level and co-ordinate with the central machinery.
- Collect, compile, analyse and interpret statistical and employment market data in the prescribed manner and furnish such data in the prescribed to the Government of India as may be required.
- Provide and disseminate information to public and private bodies in the state interested in such information.

- Plan, develop and carry out at State and local level a programme of employer and worker relations in accordance with national policies.

- Arrange for a co-ordination and consultation with department of the State Government whose activities affect the employment situation in the state.

- Set up accordance with national policies, committees on employment at state and local levels.

- Provide full facilities to the authorised officers of the Government of India to evaluate the work of Employment Exchanges.

The performance of the placement function as also the statistical accounting of manpower data in the employment service.


Chapter- Organisation of the N.S.S.

Book - National Employment Service in India D.G.E. &T. (Government of India) Ministry of labour,

New Delhi.

Chapter III- Functions, programmes and procedures. Page 33-34.
(b) **General Characteristics of Other Functions**

To begin with the main function of the National Employment Service was placement, finding jobs for job-seekers and finding workers for employers. The Employment Service operates a number of major programmes such as Occupational Research and Analysis, Vocational Guidance and Employment Market Information.

In the context of placement, it was realised that, to cater to the needs of certain special categories of applicants specialised services were also necessary. Some of these special categories are professional and executive applicants, university students; physically handicapped persons, repatriates from other countries etc. Various special services were introduced over the years by the National Employment Service.

The Placement Services offered by the National Employment Service are free (no fee being charged from either job seekers or employers). Voluntary (registration at Exchanges not being compulsory) and impartial (in dealings with workmen and employers).

Placement involves the interview and registration of job seekers, the receipt and documentation of vacancies notified by employers and
reference of suitable registered candidates to employers. It also involves vacancy and labour clearing, the purpose of which is to promptly bring together vacancies and applicants located at a distance from each other and promoting employer relations.

At the D.G. of E. & T., the Director of Employment Exchange is responsible for advising the Director-General on matters pertaining to policy, procedure and co-ordination of Employment Service. The Directorate of Employment Exchange studies employment trends and employment problems on an all India basis, collects and analyses all-India statistics, conducts research in matters affecting the employment service and employment problems. It is responsible for the codification of instructions and for formulating procedure according to policies agreed upon by the Central and State Government. It also advises on technical matters.

To advise the Employment Service at various levels tripartite Committees on employment have been constituted. There is a Central Committee on Employment at the headquarters to advise the Minister for labour and Employment and the Director General on matters relating
to employment and unemployment and the Employment Service in general committees on Employment also function at each district in the States.

(c) **The Employment Information Functions:**

The collection and analysis of data regarding employment situation in different industries, occupations and areas is essential for any programme of manpower planning. Before 1951, Employment information in India was available, but this information was not able to give entire information of all India employment. They were not useful from the point of view of manpower planning. To fulfill this type of need comprehensive data on employment and unemployment demand and supply of manpower, were supplied.

The training and Employment Service organisation (Shiva Rao) committee gave the following recommendation in 1954:

"The Employment Service should be the main agency for the collection, compilation and dissemination of all information in regard to employment and unemployment, the situation and trend and the requirements of different occupations and industries in regard to
manpower. In addition to the collection of statistics, the Employment Service should undertake special research into the studies of the employment market and trends in particular industries, occupations and areas.¹

Time to time Government checked the technology of this information. According the Director General of Employment and training carried out in Delhi from January to March 1956, a pilot project with the help of an ILO expert, to device, formulate and test the techniques and methodology for the employment market information programme.²

Employment Market information also plays a vital role in providing basic information for use of vocational Guidance personnel. In fact, the programme has now come to be recognised as the only source of data on employment and unemployment at the national, State and local levels.

1. National Employment Service in India
Directorate General of Employment & Training,
Ministry of labour, Government of India, New Delhi
Chapter- Special programmes, Page - 55

2. Ibid, Page - 56
Employment Market Information also published their publications on regular intervals. 'The various agencies making use of these publications' at the local and national level include the planning Commission, Institute of Applied Manpower Research, International labour organisation, various ministries of the Central Government and State Governments, universities in India and abroad, Central statistical organisation, Institute of Economic Growth etc.¹.

The EMI programme organised jointly at local, state and national levels, but their work was entirely different from each other. The national headquarters concerned with policies procedures, standards, programme, formulation, development and evaluation training of officers and compilation and interpretation of data at the national level. The states are concerned with the compilation, interpretation and publication of data at the area and state levels. The staff is provided at each Employment Exchange for collection of returns, compilation of raw data and issue of area level reports.²

1. Ibid, Page - 59
2. Ibid, Page - 60
There are also special statistical research teams at the national headquarter for the publication and issue of various reports and studies.

There are also special statistical research teams at the national headquarter for the publication and issue of various reports had studies.

"The main object of these reports should be to create in the local development administration a constant concern with employment and its implications for various development programmes and their implements. To achieve these objectives, it is necessary that these reports are critically examined and discussed by the District Employment Committee/District planning Committee or by their subcommittee."

Another function is the study of jobs, the requirements of skills, knowledge and availability with jobs imposed upon workers for satisfactory performance.

1. National Employment Service Manual Volume 1
   D.G.E. & T.
   Part II - Chapter 6 Preparation of Employment Market Reports and Dissemination of Employment Information
   Page 239 - 240.
It meets the fundamental need for information about the worker requirement, "It's information is essential for the careful matching of qualification and requirements. It provides a scientific approach a method for carrying out the method process.

Employment Service can embark upon a number of specialisation in its occupational analysis programme, extending in the field of worker analysis and distribution of occupational trace for the selection of applicants for reference to specific job opening or to rational training. There are two aspect of this research programme which are of primary significance namely the occupational analysis and the development and maintenance of the national occupational analysis.

(d) **The Occupational Analysis Functions** :

The term occupation is defined by the 6th International conference of labour statisticians :

"An occupation is a trade, profession or type of work performed by an individual irrespective of the branch of the economic activity to which he is attached"\(^1\).

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1. Ibid, Chapter VI Occupational classification, Page 28
The same concept of an occupation has been adopted in the National Classification of Occupations.

The occupational information is one of the important tools which is utilised by the Employment Service for giving vocational guidance to the labour. In 1955, a programme for producing information and literature on occupations and training facilities was launched under the title 'Guides to Careers' and 'Handbooks on Training facilities etc.

There was also a special programme for special categories of persons such as SC/ST, ex-service persons, women, physically handicapped etc.

Apart from producing career information literature, the employment exchange also produce occupational research and analysis work. 'The programme of occupational research and analysis is also intended to assist the Employment Exchanges in their various activities namely, registration, submission, guidance and employment market studies.'

1. Ibid, Chapter IV Special Programmes, Page-48.
lishments also take benefit from the National Classification of Occupations, which is organised by the Employment Service. It has also useful instrument in manpower planning, EMI population census, Employment market studies...........analysis of manpower etc.

Apart from an information programme the National Employment Service has issued such publications as:

(i) Guides to occupational classification and Registration of Services applicants for Employment.

(ii) Educational and technical training requirements of production, process workers in manufacturing Industries.

(iii) Career Publications.

Information regarding training facilities available throughout the country both inplant and institutional is collected and published as 'Hand books on Training Facilities'.

THE DEVELOPMENT & MAINTENANCE OF THE NATIONAL OCCUPATION

ANALYSIS :-

The Employment Exchanges also arrange entire

1. Ibid, Page - 50
information regarding occupation in different fields. They classified occupations according to their nature and mode of work. Under the occupational information and research programme the National Employment Service has prepared a multi-purpose national dictionary of occupations, called (NCO) THE National Classification of Occupation which standardise the nomenclature, defines occupations and classifies and assigns code number to occupation.'

Day by day this department is improving, it also distinguish experienced and unexperienced persons. As mentioned 'the live registers of Employment Exchanges reflect, at a glance the experienced or occupationally trained registrants, seeking employment in specific occupations, as distinct from those who are untrained and inexperienced and are seeking jobs from a pool of general vacancies.¹

This department also published some pamphlet and booklets regarding career in different criteria. These

¹ National Employment Service in India
Chapter III, Functions, Programmes and procedure
Page - 36
booklets almost covered entire areas of occupation or trade. Some of them are follows:-

'Advertising for a career, 'Hand book on job Development', Concessions for the physically Handicapped'.
'The Chemical Technologist', 'The multiright' etc. Some books will come under the title 'Guide to career'.

The second aspect of the occupational analysis programme is important on the part of the employment service placement staff. The knowledge of the basic structure common to all job, delight in the process of studying job, its contents or qualifications required the worker to perform each just as the physician knowledge of anatomy and physiology, enable him to conduct a physical examination of an individual who is personally known to him. Similarly basic job structure knowledge enables the exchange personnels to examine a new job, learn its essential parts and particular contents and as a result, determine the workers, qualification, requirement, entailed in performing job satisfactorily.

**THE DEVELOPMENT OF A KNOWLEDGE OF BASIC JOB STRUCTURE** :-

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<td>EMPLOYMENT</td>
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</tr>
<tr>
<td>UNEDUCATED</td>
<td>EXCHANGE</td>
<td>EMPLOYMENT</td>
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</table>
Now the utility of Employment Exchanges is for these, who need job because through Exchange almost every type of job seeker can get job. Through vocational guidance a person gets knowledge of job structure and by it they may estimate the efficiency of their own. It means, 'Efficiency implies physical capacity and stamina, regularity and punctuality in attendance a sense of responsibility and honesty, skill and activity, carefulness and concentration and such other qualities.'

Employment Exchange also gives various training regarding job opportunity. In open world there are a number of ways to get different job according to their choice and interest. Employment Exchange also provides appropriate knowledge towards job personality. It gives knowledge to both type of job and both type of person, whether skilled or unskilled, educated or uneducated, physically fit or handicapped.

1. World of work Series
   'Advertising for A Career'
   Central Institute For Research & Training In Employment Service.
   Ministry of Labour and Rehabilitation,
   Pusa, New Delhi - 110012.
   Page - 21.
In addition to Employment Exchanges, there is another way, by which job seekers can get job. By their own choice, they can select job of which they don't have any previous knowledge but by getting appropriate training, they can be able to do such work. 'Advertising agencies are concentrated in metropolitan cities of India mainly in New Delhi, Calcutta, Bombay and Madras besides the state capital and big towns'.

'This industry is receing a new boost up in view of the consciousness regarding advantages of advertisement and its new assigned role in the word economy. Thus employment opportunities in the field of advertising are expected to increase at a rate faster than in other industry in this decade.

CONCLUSION :-

Now a days every job seeker knows the importance of Employment Exchanges, because in computer era, in which every body wants to get even the primary education. So when person will be educated naturally he will be aquainted with the importance of Employment Exchange. In India, Employment Exchange is the only source by which every one whether educated or uneducated, skilled or unskilled, technical or non-technical and handicapped
etc. can be registered for required job. Some times through Employment Exchange, a person can get better job than his required job. Employment Exchanges also provide vocational guidance for every job seekers. There is also provision for proper training. Sometimes Employment Exchanges also arrange special type of training if any job seeker demanded. Employment Exchange officers also take interview of the applicants. It is very essential for every applicant, in India, as entire education is completed without any interview. As a result of it educated person does not learn anything for success in face to face conversation. So by taking interview, Employment Exchanges also help in personality development of the candidates. Employment Exchanges also provide knowledge to different occupation to every class.