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- Organization and Structure of the Employment Service in the States.
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- Coaching-cum-Guidance Centers for Scheduled Castes and Scheduled Tribes.
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• Source of Information about the Job Opportunity.
• Role Played by Employment exchanges in Employment Market.
**Introduction:**

The main objective of various development programs is to provide best suited facilities to the people of land to take-up the activities leading to their Economic well-being so as to raise their standard of living particularly and the status of their country as a whole with the ultimate goal of building-up the peace loving humanity. This is only achieved through proper utilization of Manpower resources by providing them the opportunities to choose their ways of earnings best suited to their Educational, Physical, Psychological and Socio-economic conditions.¹

In these days of scientific, Technological and Industrial growth and development, the standard of the products cannot be compromised. To achieve higher return, higher standard in respect of quality and quantity is needed which is only possible if the manpower of requisite order of ability and potential-traitss symptomatic of higher production is properly managed. The Scientific Development and Industrial Growth have also created new fields of occupations with new demands. Secondly, the population explosion and Mass-education has resulted into trail of ever increasing number of educated unemployed in one hand and the division of labour and increased demands in skills in other hand has created an imbalance between the pattern of demand and supply of manpower. Presently, there has been a steam of occupations and there is no dearth of manpower too. The problem could be about how to short-list and arrange the manpower based on their types and requisite standard of their being best suited to the job.
To cater the needs of manpower the National Employment Service renders Vocational Guidance and Employment Counseling to applicants, job-seekers and students at the Vocational Guidance Units attached to the Employment Exchanges and University Employment Information and Guidance Bureau. The individuals are rendered assistance in Planning, Choosing and Shifting their courses of studies, field of training, occupations best suited to their abilities, aptitudes, interests, potential traits, Socio-Economic conditions and Physical standards. Assistance is also rendered to the individuals in solving their employment, educational and vocational problems arising out of the current anticipated market demand and supply conditions.

**Importance of Employment and Self-employment Guidance Centers:**

The Vocational Guidance Services are to be made to varied types of manpower so different types of services are provided to different target groups at the Employment Exchanges as well as outside the premises of Employment Exchange. The main objective of various development programs of any society is to provide best suited facilities to the people country to take-up the activities leading to their economic well-being so as to raise their standard of living particularly and the status of their country as a whole with the ultimate goal of building-up the peace loving humanity. This is only achieved through proper utilization of manpower resources by providing them the opportunities to choose their ways of earnings best suited to their Educational, Physical, Psychological and Socio-economic conditions.
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vocational problems arising out of the current anticipated market demand and supply conditions.

The brief description of important activities performed by Employment Exchanges is as under:

1. **Pre-Registration Guidance:** It is a process of imparting different types of information relating to the Employment Exchange Services and the world of occupations.

   **Steps Involved:**

   **Pre-Registration Talks:**
   
   a. Dissemination of information about Vocational Guidance facilities available.
   
   b. Eligibility criteria for Registration.
   
   c. Place, Time and Procedure of Registration.

   **Group Discussion:**
   
   a. Identification of different clients.
   
   b. Formation of Homogeneous groups.
   
   c. Dissemination of information relating to job-opportunities, training and educational facilities.
   
   d. Mode of selection.
   
   e. Self-employment opportunities/ facilities.

2. **Registration Guidance:** It is the process of rendering assistance to the individual at the time of Registration by obtaining relevant information leading to provide opportunities in planning and choosing his suitable career and increasing his employability.
**Steps involved:**

a. Obtaining and recording relevant information of job-seekers.

b. Dissemination of information relating to different kinds of suitable jobs available in the local market and their prospects.

c. Motivation for increasing the probability of Employment.

d. Motivation for choosing Self-Employment as a career.

3. **Individual Information:** Individual Information dissemination is a process of rendering Vocational Guidance to the Job-seekers and their guardians by providing them the information relating to Occupational, Educational, Training, Apprenticeship and on the job training facilities.

**Types of Assistance Seekers:**

a) **Neo job seekers:** These are the candidates who seek the information for the first time relating to the job, training and apprentices.

b) **Registered job seekers:** These candidates need the information relating to Importance, nature, working conditions, opportunities for advancement and other conditions of the occupations.

c) **On the job-assistance seekers:** These candidates who are on the job and want information relating to their service conditions, shifting of jobs etc.

d) **Parents/Guardians:** Some parents or guardians also seek information relating to the job- development opportunities for their wards.
4. **Individual Guidance:** It is a process of helping an individual in solving the problems of his career planning, occupational, educational and training choice commensurate with his attainments, aptitudes, interests and personality adjustments.

**Steps involved:**

a. Collection of various information.

b. Assessment of mental abilities, Aptitudes, Interest, Physical health, Personality adjustment, Socio-economic conditions and preparation of their profile.

c. Identification of problems of candidates.

d. Conducting the Counseling session.

e. Preparation of case studies.

f. Follow-up.

5. **Motivational Program For Self-Employment:** This is the process of identifying the needs and Entrepreneurial Potential Traits for rendering assistance in motivating the candidates to take-up Self-Employment.

**Steps involved:**

a. Dissemination of information in respect of different schemes of self-employment and various agencies providing necessary input facilities.

b. Assessment of different Entrepreneurial Potentials.

c. Rendering meaning need based guidance to motivate the clients to take-up Self-Employment.
6. **Vocational Guidance Services To Special Category:**
This is process under which special measures are taken by the employment exchange to safe-guard the interest of job-seekers belonging to special categories like- Scheduled Castes/ Scheduled Tribes, Women, Handicapped persons.

**Steps involved:**
- a. Identification of different categories of job-seekers.
- b. Matching the job-seekers against the vacancies.
- c. Taking special measures to guard their interest.

7. **Review Of Old Cases:** This is a process under which the live-register is scrutinized regularly to identify the deserving candidates borne/ existed on the live register for a reasonable longer period with or without successful submission history.

**Steps involved:**
- a. Identification and Following-up those who have not been submitted even once.
- b. Identification and Following-up those who have been submitted three time unsuccessfully.
- c. Identification of those who have belongs to shortage categories.

8. **Career Talks:** It is the well planned, well throughout and important process through which information relating to different fields of occupations, job-entry, demands/requirements and other terms and conditions are disseminated to the student job-seekers of homogeneous group in the educational institutes.
**Steps involved:**

a. Identification of homogeneous group of students of terminal classes.
b. Selection, preparation and arranging of meaningful material to be discussed.
c. Motivation of students to enhance their potential and skills in order to meet the demands.
d. Arranging the experts and organizing the Career Talks.

**9. Opening Information Service/ Career Corners:** This is the process under which the Institution is provided with important printed material to display it in the room or at a place for the benefit of students. The material may be in the form of Hand-outs, Bulletins, Charts, Career Courses literature etc.

**Steps involved:**

a. Making co-ordination with the institution.
b. Arranging the meaningful material.
c. Proper indexing and displaying for its optimum utilization.

**10. Organizing Career, Courses Conferences, and Exhibitions:** This is the process under which some conferences are arranged at different places where various topics relating to various courses and careers open for the students/ job-seekers are discussed by the Experts from various fields such as Medical, Technical, Professionals, Business and Recruitment and Training Personnel.
**Steps involved:**

a. Identification of target groups.
b. Arranging the experts and the material of various fields.
c. Making necessary arrangements for holding conferences.
d. Organizing and conducting the conferences/ Exhibitions.

11. **Organizing The Mock Interview:** This is the process under which an artificial interview is held on the open stage to make the students/ job-seekers acquaint with the methodology, content and importance of the interview in the selection procedure.

**Steps involved:**

a. Identification of the target groups.
b. Arranging the experts for conducting Mock interview.
c. Making arrangements for conducting the interview.

12. **Organizing Coaching Classes:** It is the process under which coaching classes are organized to help the job-seekers to increase their employability.

**Steps involved:**

a. Identification of the target groups.
b. Arranging the material and courses to organise the classes.
c. Identification of the methods of selection.

13. **Organizing Rozgar Melas:** This is the process under which the job seekers are helped on the spot to choose their self-employment venture or any other field of their choice. These melas are organized with the cooperation of other agencies like- District
Industry Center, Backward class Development Corporation, Lead Banks, Khadi & Village Industry Board, Tribal Development Corporation and voluntary and social organizations.

**Steps involved:**

a. Identification of target groups.
b. Maintaining liaison with other agencies.
c. Making necessary arrangements for organizing Melas.

14. **Organizing Out-Reach Programs:** This is a process under which the facility of vocational guidance service is made available to the people of remote areas through mobile vocational guidance units.

**Steps involved:**

a. Identification of the remote areas.
b. Identification of different type of population.
c. Organizing Mobile Vocational Guidance Programs.

15. **Publicity:** Under this activity special efforts are made to project the important activities and facilities provided to the individuals under the Vocational Guidance Program.

**Steps involved:**

b. Arranging for Radio talks and Television Broadcasts on Vocational Guidance Programs.
c. Organizing Public Awareness Programs.
Organization and Structure of the Employment Service in the States:

The State Director will be at the apex of the organization in the States. In larger States, he will be assisted by an Additional Director who will also depute for him. The State Directorates will have adequate administrative and technical staff to ensure efficiency in performance and timely collection and publication of data. The State Directorate will also function as a manpower organization and planning agency for the State. Further it will provide leadership, guidance and expertise in such technical fields as:

- Surveys and studies relating to employment and unemployment;
- Manpower planning and forecasting;
- Vocational Guidance and Career advice;
- Occupational Research and Information; and
- Staff Training.

State Employment Exchange (S.E.E):

There will be a State Employment Exchange at the headquarters of the State. It will deal with applicants of professional and executive standard, vacancy and labour clearing at the State level, research and job development for the Physically Handicapped, Ex-servicemen, Scheduled Caste and Scheduled Tribe applicants. The staff of the State Employment Exchange will be according to the following pattern:-
### Table No. 4.01:
The Staff Pattern Of The State Employment Exchange:

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Position</th>
<th>No of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>State Employment Officer (Assistant Director)</td>
<td>01</td>
</tr>
<tr>
<td>2</td>
<td>Regional Employment Officer (Professional and Executive)</td>
<td>01</td>
</tr>
<tr>
<td>3</td>
<td>Regional Employment Officer (Ex-Servicemen, Sch. Caste and Sch. Tribe)</td>
<td>01</td>
</tr>
<tr>
<td>4</td>
<td>Distt. Employment Officer (Labour Clearing)</td>
<td>01</td>
</tr>
<tr>
<td>5</td>
<td>Interviewer</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Steno-typist</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Clerk</td>
<td>03</td>
</tr>
<tr>
<td>8</td>
<td>Typist</td>
<td>02</td>
</tr>
<tr>
<td>9</td>
<td>Class IV staff</td>
<td>According to the State's pattern</td>
</tr>
</tbody>
</table>


### Regional Employment Exchange (R.E.E):

Normally four District Employment Exchanges will be under one Regional Employment Officer who will also be in charge of one of the four Exchanges in the region which is located centrally and in an important town of the region. The Regional Employment Officer will be responsible for inspection of the Exchanges in the region, Staff training, special problems of the Physically Handicapped applicants, Ex-servicemen, Scheduled Castes and Scheduled Tribes applicants, job development efforts and enforcement of the Employment Exchanges (Compulsory
Notification of Vacancies) Act, 1959 within the region. He will also supervise and assist in carrying out special studies and surveys within the region. Each Regional Employment Exchange will have the staff according to the following pattern:

**Table No. 4.02:**

**The Staff Pattern of The Regional Employment Exchange:**

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Position</th>
<th>No of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Regional Employment Officer</td>
<td>01</td>
</tr>
<tr>
<td>2</td>
<td>District Employment Officer (placement)</td>
<td>01</td>
</tr>
<tr>
<td>3</td>
<td>Regional Employment Officer (Ex-Servicemen, Sch. Caste and Sch. Tribe)</td>
<td>01</td>
</tr>
<tr>
<td>4</td>
<td>District Employment Officer (Job One Development and Enforcement)</td>
<td>01</td>
</tr>
<tr>
<td>5</td>
<td>Assistant Employment Officer (Vocational Guidance and Physically Handicapped)</td>
<td>02</td>
</tr>
<tr>
<td>6</td>
<td>Interviewer</td>
<td>02</td>
</tr>
<tr>
<td>7</td>
<td>Statistical Assistant</td>
<td>01</td>
</tr>
<tr>
<td>8</td>
<td>Steno-typist</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Clerk</td>
<td>06</td>
</tr>
<tr>
<td>10</td>
<td>Typist</td>
<td>02</td>
</tr>
<tr>
<td>11</td>
<td>Class IV staff</td>
<td>According to the State’s pattern</td>
</tr>
</tbody>
</table>

**District Employment Exchange (D.E.E):**

The district will normally constitute the basic unit for implementing and coordinating all programmes of employment assistance, career advice, employment market information and surveys and studies in the district. The District Employment Officer will be responsible for inspection and enforcement of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959. He will also be responsible for the efficient functioning of the Town Employment Exchanges and Rural Employment Bureau in the district. Each District Employment Exchange will have staff according to the following pattern:

**Table No. 4.03:**

**The Staff Pattern Of The District Employment Exchange:**

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Position</th>
<th>No of Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>District Employment Officer</td>
<td>01</td>
</tr>
<tr>
<td>2</td>
<td>Assistant. Employment Officer(Vocational Guidance)</td>
<td>01</td>
</tr>
<tr>
<td>3</td>
<td>Interviewer</td>
<td>01</td>
</tr>
<tr>
<td>4</td>
<td>Statistical Assistant</td>
<td>01</td>
</tr>
<tr>
<td>5</td>
<td>Class IV staff</td>
<td>According to the State' pattern</td>
</tr>
</tbody>
</table>

Town Employment Exchange (T.E.E.):

Town Employment Exchanges will be set up in all towns having a labour force of 10,000 or a population of 25,000 or above. Each Town Exchange will have the staff-Assistant, Employment Officer, Interviewer, Clerk, Class IV staff - According to the State's pattern.

Rural Employment Bureau (R.E.B):

The lowest formation of the Employment Service will be the Rural Employment Bureau (Presently known as Employment Information and Assistance Bureau). This Bureau will be set up in areas where there is a concentration of Scheduled Caste or Scheduled Tribe population and where rural works programme and other employment oriented projects are under implementation. Each Rural Bureau will have the minimum staff - Asstt. Employment Officer (Grade II in the rank of Interviewer), Clerk, Class IV staff - According to the State' pattern.

Direction and Control:

Three regions will be placed under an Assistant Director whose office will be located at a suitable place in his area or at the State Directorate. He will be responsible for inspection of the Exchanges in his region as also for staff training and job development programmes. He will be delegated with adequate administrative and financial powers to ensure smooth functioning of the offices within the region. He will be assisted by one District Employment Officer (Staff Training and Job Development), one stenographer, one clerk and class IV staff according to the State's pattern. One Deputy Director will be in charge of every two
Assistant Directors. His office will be located at the State Directorate. He will be responsible for inspection of the Employment Exchanges besides functioning as a subject matter specialist.6

**Live Register:**

Live Register means systematic arrangement of Index Cards pertaining to applicants who are in need of employment assistance. Live Register, therefore, provides information on the total number of persons waiting for job as on a particular day. The number of job seekers on the Live Register of Employment Exchanges is often taken as an indicator of the level of unemployment in the country. Annual time-series data on total number of job-seekers registered with the Employment. The salient features of the trends observed are given as under:7

- As on 31st December 2010, 388.27 lakh persons were registered with employment exchanges as compared to 381.52 lakh as on 31st December 2009.
- On an average, around 57 lakh job seekers get registered with the Employment Exchanges per year during the last ten years.
- The total number of vacancies notified during each of the years between 2001 and 2010 varied between 2.2 and 7.1 lakh. The highest (7.1 lakh) was in 2010 and lowest (i.e. 2.2 lakh) was in 2002.
- Number of vacancies notified to the Employment Exchanges has increased to 7.1 lakh in 2010 from 4.2 lakh in 2009.
- The placement has sharply increased to 5.10 lakh in 2010 from 2.62 lakh in the year 2009.
• Out of the total number of vacancies (7.1 lakh) notified during 2010, around 72% (5.10 lakh) were filled through the Employment Exchanges.

• Placement to submission ratio was around 13.5 per cent at the all-India level during 2010.

Live Register (Category-wise) Year and Category-wise number of job-seekers on the Live Register of Employment Exchanges in the last five years (2005-2009) is given below:

Table No. 4.04:
Category-wise number of persons on the Live Register (In thousands)

<table>
<thead>
<tr>
<th>Year</th>
<th>Women</th>
<th>SC</th>
<th>ST</th>
<th>PH</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005</td>
<td>10605.6</td>
<td>6352.8</td>
<td>2228.6</td>
<td>578.9</td>
<td>39347.8</td>
</tr>
<tr>
<td></td>
<td>(27.0)</td>
<td>(16.1)</td>
<td>(5.7)</td>
<td>(1.5)</td>
<td></td>
</tr>
<tr>
<td>2006</td>
<td>11781.0</td>
<td>6448.3</td>
<td>2117.4</td>
<td>597.4</td>
<td>41466.0</td>
</tr>
<tr>
<td></td>
<td>(28.4)</td>
<td>(15.6)</td>
<td>(5.1)</td>
<td>(1.4)</td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>12001.5</td>
<td>6320.9</td>
<td>2132.0</td>
<td>660.0</td>
<td>39974.0</td>
</tr>
<tr>
<td></td>
<td>(30.0)</td>
<td>(15.8)</td>
<td>(5.3)</td>
<td>(1.7)</td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>12328.2</td>
<td>6384.1</td>
<td>2239.8</td>
<td>669.4</td>
<td>39114.9</td>
</tr>
<tr>
<td></td>
<td>(31.5)</td>
<td>(16.3)</td>
<td>(5.7)</td>
<td>(1.8)</td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>12404.7</td>
<td>6287.7</td>
<td>2197.9</td>
<td>665.5</td>
<td>38152.2</td>
</tr>
<tr>
<td></td>
<td>(32.5)</td>
<td>(16.5)</td>
<td>(5.8)</td>
<td>(1.7)</td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>12109.3</td>
<td>6102.9</td>
<td>2087.6</td>
<td>649.3</td>
<td>37958.5</td>
</tr>
<tr>
<td></td>
<td>(31.8)</td>
<td>(16.3)</td>
<td>(5.6)</td>
<td>(1.6)</td>
<td></td>
</tr>
</tbody>
</table>

Registration of Employment Seekers:

- **Eligibility:** All citizens of India resident in the country are eligible for registration at the Employment Exchanges for employment assistance. Subjects of Nepal, Bhutan and persons of Indian origin who have migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda, Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently setting in India also are eligible for registration. Similarly, Tibetan refugees who came over to India before 1st January, 1962 with the intention of permanently setting in India are eligible for registration. Other foreign nationals resident in India can be registered, provided there is no prohibition against employing them under the local laws and regulations, or other orders sanctioning their stay in country. If an applicant belonging to any of the register able categories applies from outside India for employment assistance, he shall be informed that so long as he reside outside India, it would not be possible to render him employment assistance.

Applicants above the age of 14 years are eligible for registration but there is no maximum age limit prescribed for registration. Applicants, whose chances of getting employed are remote, being too young or too old, apply for registration the position should be tactfully explained to them and they should be discouraged from registering themselves. If they still insist, they may be registered after obtaining a written statement to the effect that though their chances of employment are remote they still desire to be registered,
which will be kept in the record. The Employment Service is a free Service and no fee shall be levied for the services rendered.

- **Place of Registration:** Applicants, unless specially exempted by the State Director or the Director General, shall be registered at the Employment Exchange in whose jurisdiction they normally reside.

- **Hours of Registration:** The registration of job seekers would be allowed during all the working hours of the working day. A notice to this effect may be displayed suitably for the information of visitors.

**University Employment Centers:**

The university places great importance on providing comprehensive employment advice. The Research and Guidance Center of Student Employment of the university studies employment policies and provides students with advice on policies, employment information, psychology, and career planning. Every year, number of recruitment events of different kinds is hosted on the campus. As far as the graduates’ employment situation is concerned, the supply and demand of graduates from undergraduates has been well balanced; graduates of most disciplines have found good employment. Such employment is mainly with state organizations, state-owned enterprises, foreign-investment enterprises, financial institutions, and higher education institutions. Finally, graduates who have obtained employment are mainly concentrated in big cities. Furthermore, graduates of the
university have found employment in a number of forms. In addition to formal employment contracts, labor contracts and recruitment agreements between graduates and employers have played an increasing role in the labor market. Some forms of short-term employment are gaining currency in graduate circles. Self-employment is developing into a new trend, with more and more graduates choosing to work for themselves. Generally speaking, graduates of the university have obtained employment in good situations, and the employment rate is high.

The Aims and Objectives of the Bureau are the following:

1. To register persons holding bachelors or higher degree or equivalent diploma in a profession or specialized course national register should be completed and sent to the C.S.I.R. in respect of scientists and Technical Section of the national Register maintained by the C.S.I.R.

2. To register persons holding a Master’s or Higher degree of post Graduate diploma or equivalent.

3. To make the Unemployment Youth acquaint with the facilities and incentives available with various Department under self-employment promotion programme.

4. To assist applicants in securing admission to various courses of studies offered by the University in India and abroad.

5. To give information and guidance to the University alumni.

6. To give information on various courses of studies syllabus etc. for higher studies in India and abroad.

7. To assist in individual problems pertaining to education and Vocation under Vocational Guidance programme.
8. To collect and disseminate occupational Information regarding occupations, Scholarship, fellowships and financial assistance available in India and abroad.

9. To assist students in securing part-time employment.

10. To render Vocational Guidance to students individual and in group by maintaining career Information Room (Library) in the Bureau.

11. To give information on competitive examinations conducted by the various public service commission and authorities.

12. To arrange coaching classes for various competitive examination such as Civil services examination, Banking service competitive examination etc.

University Employment Information and Guidance Bureau have been set up at a number of Universities. Although the main function of these Bureaus is to give employment information and vocational guidance to the alumni of the University, they also register qualified applicants belonging to special categories e.g. those holding a Bachelor’s or higher degree or equivalent diploma in a professional or specialized course. The Professional and Executive Employment Office will circulate to the U.E.I. & G. Bx. vacancies that are appropriate to the applicants registered with them. The Bureau will submit particulars of suitable applicants available on its Live Register to the P. & E.E.O. against vacancies circulated by it. The P. & E.E.O. will consider these applicants for submission against notified vacancies, on par with the applicants on its own Live Register. The Bureau will make submissions against vacancies advertised by the C.E.E. The Bureau may also submit suitable applicants in response to specific enquiries made.
to them by private employers. State Director may assign any other work they would like in connection with the Employment Service to this Bureau.

**Vocational Rehabilitation Centers for the Physically Handicapped:**

Vocational Rehabilitation Centers (VRCs) for physically handicapped persons have been set up in a States. At these Centers assistance is given to physically handicapped persons to develop rehabilitation plans depending on their specific needs; aptitudes etc. These Centers cater to the needs of the blind, the deaf and dumb the orthopedics, negative leprosy patients and mild mentally retarded persons. The main objective of the VRCs is to assist the physically Handicapped persons to undertake a remunerative work activity so as to enable them to live an independent, productive and respectful life. This is achieved through the following:

a) to assess the residual vocational capacities of the physically handicapped persons;

b) to guide and assist them towards securing and retaining gainful employment/self-employment/home-bound employment, thus enabling them to lead an independent, productive and respectful life like any other able-bodied person;

c) to assist them in developing their work skills in suitable trades by means of formal or non-formal training methods;

d) to assist in obtaining essential rehabilitation aids with a view to enhancing their work capacities;
e) to develop community awareness and response for rehabilitation programmes and to promote rehabilitation services; and

f) to up-date the rehabilitation techniques/services for the physically handicapped by undertaking surveys and research studies or by assisting individuals/organizations in such programmes.

Each VRC has an Evaluation Division and a Referral Division. The Evaluation Division has a Work Evaluation workshop where physically handicapped persons referred to by the Referral division are evaluated under the close supervision of the workshop staff and the psychologist to determine their vocational potentialities. This evaluation enables the Referral Division to draw up a rehabilitation plan for the individual. The VRCs have been granted cosponsoring powers against reserved vacancies in Group C and D posts/services in the Central government offices/undertakings. It has been decided by the Government of India that a copy of the requisitions sent to Employment Exchanges/Special Employment Exchange by appointing authorities shall be simultaneously endorsed to the nearest Vocational Rehabilitation Centre for Physically Handicapped for nominating suitable handicapped persons against such vacancies.

These Centers also impart adjustment training to such of the physically handicapped persons who are trained or are being considered for appointment. Efforts are made at the Centers to stimulate real conditions which the individual is likely to experience on the job or training. The adjustment training also
serves as a means of inculcating good work habits and attitudes. During the period of evaluation and adjustment training, the individuals may stay in the hostel attached to these Centers which provides free lodging and board at a nominal rate to those admitted therein. The clients are paid stipend during the period of rehabilitation.

**Coaching-cum-Guidance Centers for Scheduled Castes and Scheduled Tribes:**

Coaching-cum-Guidance Centers for Scheduled Castes and Scheduled Tribes have been set up in a few places selected on the basis of the high incidence of Scheduled Caste/Scheduled Tribe population, job openings available in the area and the number of such candidates seeking jobs through the exchanges. At these Centers guidance and pre-employment orientation is provided to Scheduled Caste/Scheduled Tribe candidates. Their main objectives are:

- to channelize the available educated SC/ST manpower into appropriate vocations;
- to increase their employability through coaching/training;
- to provide them vocational guidance and career information at the appropriate states; and
- to perform watch-dog functions in the matter of filling up of vacancies/training seats reserved for Scheduled Castes/Tribes candidates in Central/State/Quasigovernment establishments and training institutions in the area.
Employment Exchanges for Employment Assistance:

All citizens of India resident in the country are eligible for registration at the Employment Exchanges for employment assistance.12

- **Place of Registration:** Applicants shall be registered at the Employment Exchange in whose jurisdiction they normally reside.

- **Registration Time:** Applicants calling at Employment Exchanges for registration up to 2.00 p.m. should be registered on the same day. Those reporting after 2.00p.m, may be interviewed by an Officer and advised to come on some other day. However, applicants coming from long distances should not normally be refused registration on the same day.

- **Procedure for Registration at Employment Exchange:** The registration process should start with the Employment Officer and not with clerks. First contact with Employment Officer will help to create great confidence and goodwill among candidates. At the commencement of each day, the applicants who have collected at the Exchange for registration will be given a brief talk by the Employment Officer in which the services rendered to the applicants including registration and renewal procedure, employment trends, job opportunities, shortages and surpluses of manpower, training facilities, educational courses etc. will be briefly explained with a view to motivate the applicants and reorient their approach.
• **Renewal of Registration:** The renewal period will be 3 years uniformly for all types of applicants. The registrants will be allowed to renew their registration before two month and after three month of registration month. Total valid period is six month. Applicants can also renew their registration by post. For this purpose they are required to apply on a Reply-paid Post Card. Registration should be renewed on the basis of request and the renewal date intimated to the applicant on the reply portion.

• **Additional Qualification:** Applicants may add their additional qualification when he possesses time to time in person or by post.

• **Registration Form:** X-1a Form, X-1b Form.

**Directorate General of Employment and Training:**

In 1960, the name of the Directorate General was changed from Directorate General of Resettlement and Employment to Directorate General of Employment and Training (D.G.E&T). The D.G.E.&T constitutes the national headquarters of the Employment Service as well as the Craftsmen Training Scheme of the Ministry of Labour, Government of India. The Director General is at the apex of both the organizations at the national level. The Apprentices Act, 1961 was enacted in 1961 to provide for regulation and control of apprentices in selected trades and matters connected therewith. The D.G.E.&T was made responsible for the implementation of the Act and the Director of Apprentices Training in the D.G.E&T functions as the Central Apprenticeship
Adviser. The first National Commission on Labour after reviewing the set-up and functions of the Employment Service recommended that:\textsuperscript{13}

1. Uniform standards, policies and procedure will be needed in all states to enable the service to work as a well knit and coordinated organization throughout the country;

2. The national character of the service should be fostered and strengthened to help efficient utilization of manpower particularly critical skills required for planned economic growth;

3. The service should be extended to all towns with a labour force of ten thousand or more in a phased manner so that rural workers can take advantage of the service;

4. Programmes for Occupational Research, Vocational Guidance, Employment Market Information, Special Surveys & Studies and forecasting of Manpower supply and demand should be speeded up.

The second National Commission on Labour in its report which was submitted in 2002 made the following recommendations:

1. It is important to redefine the role of the employment exchanges to meet the new challenges.
2. Stress the need to increase the coverage and timely release of data collected by the National Employment Service so as to provide a complete picture of employment and unemployment scenario.

**Directorate of Employment Exchanges:**

At the Directorate General of Employment and Training, the Director of Employment Exchanges is responsible for advising Deputy Director General and the Director-General on matters concerning policy, procedure and co-ordination of the Employment Service. It is also responsible for the codification of instructions and for formulating procedures according to the policies agreed upon by the Central and State Governments. It conducts technical evaluation of the Employment Exchanges and other field units; and advises the State Directors on technical matters referred to it from time-to-time.\(^{14}\)

**Central Institute for Research and Training in Employment Service:**

The Central Institute for Research and Training in Employment Service (C.I.R.T.E.S) established in 1964 under the D.G.E&T, is responsible for imparting professional in service training to the officers of the organization and for conducting research on matters concerning the Employment Service. The Career Study Centre attached to the Institute is responsible for preparation and publication of career literature and other occupational information materials.\(^{15}\)
Working Group of the National Employment Service:

A Working Group of the National Employment Service consisting of the representatives of the Central and State Governments has been constituted at the national headquarters with a view to enable it to evolve and formulate policies and procedure in consultation with the State Governments. The Working Group meets annually and discusses matters relating to Employment Exchange policy and procedure as have been proposed or raised by representatives of the Central or State Governments. Based on the recommendations of the Working Group as approved by the Government of India, necessary amendments, additions or deletions to the policies and procedure are issued by the D.G.E. &T.16

Procedure for Registration at Employment Exchanges:

The registration process should start with the Employment Officer and not with clerks. Since the impression created among the applicants at the time of their first contact with the Employment Exchange generally influences their attitude, the impact of the registration procedure, where the first contact is with the Employment Officer, will help to create great confidence and goodwill among them.17

At the commencement of each day, the applicants who have collected at the Exchange for registration will be given a brief talk by the Employment Officer in which the services rendered to the applicants including registration and renewal procedure, employment trends job opportunities, shortages and surpluses of manpower, training facilities, educational courses, etc. will be
briefly explained with a view to motivate the applicants and reorient their approach. The contents of this short talk may be modified from time to time to suit the requirements of majority of the participants. In smaller Exchanges, where there may not be enough applicants to form a group, or, where applicants call on one by one almost through-out the day, the information should be given individually. Wherever possible, educated fresher should be arranged into homogenous groups and given a further talk in which information relevant to the group should be explained in grater details.

Three different cards will be used for registration of applicants by those Employment Exchanges which are not using Computer for Registration:-

a) Unskilled category below matriculation/high school qualification classified in X-Division, unskilled office workers and unskilled manual workers including Labourers Agriculture (9201.20), Loaders and unloaders (9333.10) and Labourers not elsewhere classified (9312.10) will be registered on Index Card X-1A. The entries will be made by the registration clerk who will read out the filled in information to the candidate before he/she signs or puts his/her thumb impression on the undertaking on the X-1A card.

b) Educated persons-Fresh Matriculates, High School/Higher Secondary, Intermediate, Graduates classified in the X Division-will be registered on Index Card X-1B.
c) Professional, technical and skilled persons and Post-graduates will be registered on Index Card X-1C.

Candidates under categories and above will be registered by self-registration, i.e. the candidates will fill in the columns in the Index Card and Identity Card themselves. Instructions to fill-in the card will be provided to the candidates. In case of applicants who are below Matric and are registered on X-1C, the entries will be made by the Registration Clerk. The Employment Officers will verify the certificates/degrees of educational qualification and experience, before the 'Identity Card' is separated and issued to the candidate.

In case of qualification for which it is not the practice to issue certificate, degree or diploma, production of documentary evidence should not be insisted upon. The Index Cards X-1A, X-1B, and X-1C will be printed on thick sheet of white paper. For purpose of easy identification, red and green stripes measuring not less than one cm. in width will be printed on cards X-1A and X-1B respectively. Those Employment Exchanges which are using Computer will make use of X-1(Index Card) for registration of all categories of job seekers.

Identity Card (X-10):

An Identity Card attached to the Index Card should be separated and issued to each applicant registered at the Employment Exchange. At the time of issuing the Identity Card, the applicant will be instructed to

I. preserve it carefully;
II. produce it whenever he calls at the Exchange;
III. quote the registration number and N.C.O code No. whenever he writes to the Exchange;
IV. hand it over to the employer when he is selected and appointed as a result of his submission by the Exchange and
V. Return it to the Exchange in case he finds a job on his own or is no longer in need of employment assistance.

If an applicant reports loss or damage of his Identity Card while his registration is still valid, a duplicate Identity Card marked 'Duplicate' at the top will be issued to him. An entry "duplicate" Identity Cord issued on date should be made in the f.o.u. column of the Index Card. Index Cards of applicants requiring employment assistance will be filed in cabinets according to the N.C.O. divisions, groups, families and occupations. Within each occupation, cards will be filed according to the registration number of applicants; each drawer of the cabinet should be labeled to show the N.C.O. Code Nos., of the cards filed inside. Within each drawer, Card Separators showing the N.C.O. Nos. to which the cards relate will be used to facilitate location. However, Index Cards in respect of Scheduled Caste, Scheduled Tribe applicants will be filed first followed by OBC and the rest in each occupation. Index Cards may be filed District / Taluk / Tehsilwise within each occupation, if such filing facilitates work.

The method of filing in the X Division may be decided in the context of local requirements and the size of the Live Register. For instance, the cards of graduates and post-graduates may be filed together or separately depending on the number involved. In
bigger Exchanges, it may be necessary to arrange the cards of matriculates and/or graduates according to the division obtained by them whereas; in smaller Exchanges such sub division may not be necessary. The important point-to be noted is that the filling of Index Cards is only a means to an end. The filling has to be done in such a way that tracing of cards for selection and other purposes is made easy. It should only be safe-guarded that marginal changes are not made at random, but only in consultation, with the State Director.

Whenever it becomes necessary to remove an Index Card for a period of time likely to be detrimental to the interests of an applicant a 'dummy card' on which has been entered essential information will be put in the place of the Index Card so removed. Only when essential a duplicate Index Card may be prepared instead of the dummy. (b) Identification tabs of different colours-should be used to identify Index Cards on Live Register for particular purposes such as degrees of mobility, priority categories, etc. The use of such tabs should be restricted to those categories in respect of which the Director-General or State Director have given permission.

**Postal Registration:**

The facility of postal registration may be made available to all categories of applicants. However, where there are specific reasons, the State Director of Employment shall have the discretion to restrict this facility at Employment Exchanges in the State. Instructions to this effect will be issued by the State Directors of Employment under intimation to the Directorate General of
Employment and Training. The registration will be done on Cards X-1A, X-1B, X-1C and X-1 as may be appropriate in each case. On receipt of the postal request for registration, the Exchange should mail the Card X-1A, X-1B, X-1C or X-1 as appropriate, to the applicant with instructions to send back the filled-in card to the Employment Exchange. On receipt of the filled-in cards, the Employment Exchange will register the applicant the same day and post the Identity Card to the applicant under a covering letter. A running record of postal registration should be maintained.

Renewal of Registration:

The renewal period will be of 3 years uniformly for all types of applicants. The registrants will be allowed to renew their registration (in person or by prepaid post) on any working day during the period of three months of registration namely the month in which renewal falls due and following two months.

Major functions of the Directorate General of Employment & Training DGE&T:

The Director of Employment is the head of the Employment Organization in the State. It is basically a regulatory body that ensures effectiveness of work, implementation of policy & procedures and takes appropriate action to bring about necessary improvements in the employment scenario. Broadly with four Sections i.e. Vocational Guidance Section, Exchange Section, Employment Market Information Section and Occupational Information Section the Employment Exchange present in different pockets of the State carry out the job of registration, Submission and Placement, Vocational Guidance, Collection and
Compilation of Employment Market Information, Interpretation of Statistical Data etc.. Verification of records of establishments under the provision of the Employment Exchange (Compulsory Notification of vacancy) Act. The major functions of DGE&T are as follows: 18

a. To frame overall policies, norms, and standards for vocational training.
b. To diversify, update and expand training facilities in terms of craftsmen and crafts instructors’ training.
c. To organize and conduct specialized training and research at the specially established training Institutes.
d. To implement, regulate and increase the scope of training of apprentices under the Apprentices Act, 1961.
e. To organize vocational training programmes for women.
f. To provide vocational guidance and employment counseling.
g. To assist scheduled castes/scheduled tribes and persons with disabilities by enhancing their capabilities for wage employment and self-employment.
h. To conduct regular training programmes for Employment Officers and develop staff training material for use by the Employment Service personnel.
i. To collect and disseminate information concerning employment and unemployment and prescribe uniform reporting procedures.
Source of Information about the Job Opportunity:

The following are the various sources with the job seekers to find the employment opportunities.

1. **Employment Exchanges:** In our country employment exchanges have been set up by the government for bringing together job seekers and job-providers. The employment exchange maintains the list of job seekers and registers their names for different categories of jobs according to their qualification. When the employers approach the employment exchange for recruitment, it identifies the candidates from its list and informs them about these vacancies so that they can approach the concerned employers.

2. **Placement Agencies:** These are privately operated organizations whose main function is to introduce the job seekers to their prospective employers. Their role is similar to the government owned employment exchanges.

3. **Newspaper and Magazines:** The use of newspapers and magazines both at regional and national level, are the most commonly used mode of information for the candidates about the job vacancies. The employers usually advertise their vacancies and invite the prospective candidates to offer their candidature.

4. **Employment News:** The employment news/Rozgar Samachar is published by Ministry of Information and Broadcasting, Government of India in every week that contains the advertisement of vacancy position of jobs in
different organizations. This is simultaneously published in English, Hindi and Urdu languages.

5. **Internet:** Internet is the most convenient source of getting information about the availability of vacancies. A number of organizations, now-a-days give offer through their websites to fill up the vacancies in their offices. By using internet one can search for various job vacancies as per his/her qualification and experience.

6. **Leaflets:** In cities and towns advertisement for recruitment are sometimes given in leaflets and distributed through newspaper venders. This is particular suitable where the employer wants to engage the local people for specific jobs only.

7. **Notice Boards of Offices and Factories:** Information about various job vacancies is also displayed on the notice boards of government and private offices and near the factory gates.

8. **Television and Radio:** Sometimes information about job vacancies is also telecasted through television. It may appear in special programmes or in the form of written message being scrolled during news and other programmes. The cable television operators also give advertisement in the local areas. The advertisements for job vacancies are broadcasted through radio, which is regaining its popularity now-a-days.
9. **Mobile Phone:** Information about job vacancies is sometimes received through mobile phone in the form of SMS. On receiving the message one may show interest to offer his/her candidature. Further information can also be obtained by following the instructions given in the SMS.

10. **Friends and Relatives:** Many times we also get information from our Friends and Relatives about the job vacancies in government, private and business enterprises. The existing staff of the offices may also inform others about the existing vacancies.

**Role Played by Employment exchanges in Employment Market:**

Employment exchanges are responsible for collecting regularly information about employment in the Private Sector as well as in the Public Sector. This is being done by what is known as ‘establishment reporting’ system. Under this system, all establishments in the Public Sector and selected establishments in the Private Sector engaged in non-agricultural activities are required to furnish regularly details about the number of persons they are employing, vacancies that have occurred therein and the type of persons they find to be in short supply. The information is collected from all establishments in Public Sector and those employing 25 or more persons in the Private Sector under the provisions of the Employment Exchanges Act, 1959 which has made it obligatory on them to render to the local Employment Exchange employment and Occupational returns prescribed under the Employment Exchanges Rules, 1960. Information from smaller
establishments employing 10-24 persons are in the Private Sector is, however, collected on voluntary basis.\textsuperscript{19}

As employment information is collected on an ‘establishment reporting system’ the information relates only to employers and employees but not to independent workers or unpaid family workers. Employers include owners, proprietors, managers, working partners or directors of firms who work full-time for the short supply. This is essential in order to decide what type of vocational training courses are to be provided. Secondly, to provide information which is needed to improve and add to the services offered by the Employment Service. Employers too will be able to call on the Employment Service for more reliable information about the employment market in an area. Thirdly, to provide a method by which to measure continuously changes in the level of employment in an Employment Exchange area or other areas constituting a specific employment market.\textsuperscript{20} The data are also needed to watch the progress of the Five Year Plans in creating more employment. The information is also required for other planning and administrative purpose both at State and National levels.

The employment Exchanges are called upon to play a greater and more important role in the study of the employment markets of the country. The term ‘employment market’ is used to refer to an area having a concentration of economic activity for which the labour force is habitually drawn from persons living in the area. Since the unit of analysis is a local area, the Employment Service comprising of a network of Employment Exchanges is in a unique
position to analyze local employment market situation. By virtue of their being in close contact with the employers in the area, Employment Exchanges are in an advantageous position to collect the required information from them which is to be studied in conjunction with the information gleaned from the day-to-day operations at the Exchange. For the above reasons, they can make a more qualitative analysis of the employment firm. Employees include piece-rated workers but not part-time workers.

The purpose in obtaining the information from employers is three-fold. First to give Employment Officers more facts to enable them to decide more accurately the type of personnel who are in market situation? The success of this programme depends very much on the energy, persistence and intelligence with which this work is carried out at the Employment Exchanges level. It is essential tool for the information gathered to be fully used by the Employment Officers in their day-to-day work. These procedures will be an integral part of the overall Employment Exchange procedure.

The State Employment Market Information (SEMI) set up at each State headquarters is responsible for the development of the programme in the State. They ensure that the objectives of the scheme are achieved and that full use is made of the data collected. The functions of the SEMI Unit include the establishment and maintenance of supplementary procedures for the collection of employment information agreed to by the Central and State Governments; establishment of close liaison and working arrangements with all other agencies in the State concerned with
manpower planning, employment and unemployment; presenting the manpower and employment point of view to all departments of the State Government concerned with planning and development; supervision of the collection of employment data by Employment Exchanges; scrutiny of the area reports published by Exchanges and preparation of material for, publication at the State level.  

The primary objective of Employment Exchanges is settlement of job seekers either through regular jobs or through self-employment. To achieve this objective the employment exchanges Marathwada region performs the following functions:

1. Registration and placement of job seekers so as to ensure a proper balance between demand and supply of labour;
2. Collect comprehensive Employment Market Information from the state on a quarterly basis for creation of data base for use in effective management of the demand and supply of labour,
3. Undertake career counseling and vocational guidance with a view to effectively guiding the job seekers.
4. Conduct area specific specialized study or surveys to have an assessment of skills available and the marketable skills required for encouraging the job seekers for self-employment particularly in rural informal sector.
5. Arrange disbursement of unemployment allowance to certain specific categories of job seekers through the employment exchanges as decided by some of the State Governments.
Table No. 4.05:
Performance of Employment Exchanges in India.

<table>
<thead>
<tr>
<th>Year</th>
<th>No. of Employment Exchange</th>
<th>No. of Applicants on live register</th>
<th>No. of Registrations</th>
<th>No. of Vacancies notified</th>
<th>No. of placements effected</th>
<th>% of placement to vacancies notified</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td>873</td>
<td>41232</td>
<td>4835</td>
<td>324.2</td>
<td>171.2</td>
<td>52.81</td>
</tr>
<tr>
<td>2002</td>
<td>938</td>
<td>41596</td>
<td>5493</td>
<td>264.3</td>
<td>175</td>
<td>66.21</td>
</tr>
<tr>
<td>2003</td>
<td>939</td>
<td>40746</td>
<td>5005</td>
<td>224.4</td>
<td>145.6</td>
<td>64.88</td>
</tr>
<tr>
<td>2004</td>
<td>947</td>
<td>40871</td>
<td>5643</td>
<td>272.6</td>
<td>157.5</td>
<td>57.78</td>
</tr>
<tr>
<td>2005</td>
<td>947</td>
<td>39741</td>
<td>5356</td>
<td>296.5</td>
<td>137.5</td>
<td>46.37</td>
</tr>
<tr>
<td>2006</td>
<td>947</td>
<td>39971</td>
<td>6144</td>
<td>363.5</td>
<td>203.3</td>
<td>55.93</td>
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<tr>
<td>2007</td>
<td>964</td>
<td>41370</td>
<td>6649</td>
<td>415.1</td>
<td>207.6</td>
<td>50.01</td>
</tr>
<tr>
<td>2008</td>
<td>968</td>
<td>39470</td>
<td>4729</td>
<td>399</td>
<td>196.9</td>
<td>49.35</td>
</tr>
</tbody>
</table>


The above Table No. 4.05 shows the data about the number of employment exchange, No. of Applicants on live register, No. of Applicants on live register, No. of Vacancies notified, No. of placement effected and % of placement to vacancies notified. The table shows that at the end of the year 2008; 968 employment exchange offices in India, whereas 39,470 thousands applications on the live register, 399 thousand vacancies notified by the offices and 196.9 thousands placement were effected.
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