

# GOVERNMENT OF GOA

OFFICE OF THE COMMISSIONER,  
LABOUR AND EMPLOYMENT,  
REGIONAL EMPLOYMENT EXCHANGE,  
SHRAMA SHAKTI BHAWAN, 4<sup>th</sup> FLOOR,  
PANAJI – GOA

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# General Information:

The Directorate of Employment renders services broadly in three major areas:

1. Registration/Renewal and Placement
2. Vocational Guidance and Labour Market Information for Schools and Colleges
3. Employment Market Information to the Government for the Policy Decision.

The Employment Exchange essentially works as a link between the employers and the job seekers. This Directorate is having two Employment Exchanges located at Panaji and Margao respectively. Both these exchanges have been computerized where registration, renewal and submissions are done on the computer.

1. Employment Exchange renders free service. No fee is charged for any service rendered by the employment Exchange.
2. Employment Exchange does not provide jobs. It helps to sponsor the names of candidates registered against the vacancies notified to the Employment Exchange. The names are sponsored according to the qualification, experience and seniority on the Live Register of the exchanges.
3. The Candidate should bring the identity cards (Registration card) whenever he/she visits the Employment Exchange.
4. The candidate should quote the registration and the N.C.O. number whenever any application sent to Employment Exchange.
5. It is in the interest of the applicant to renew the registration card in due time. If the registration card is not renewed the registration card stand lapsed.
6. The registration card is to be renewed after three years. A registration card can be renewed in person or as well as through a messenger. In case of renewal through messenger a written authority is required.  
Renewal can be affected on any day during the month of registration and within 60 days of i.e. during the grace period.
7. The registration card should not be sent for renewal by post.
8. Please keep in mind that the registration card will be cancelled if:
  1. The applicant fails to respond consecutively on two occasions "call letter"
  2. The applicant fails to report to the employer where the name was sponsored.
  3. The applicant refused the offer of appointment after selection.
9. The candidate visiting the Employment Exchange is advised to visit the Vocational Guidance Section of the Employment Exchange and consult the officer who will guide and help you in ascertaining your employability. In this section information regarding careers and admissions in various training Institutions is available which will enable you to choose the appropriate career.
10. The Vocational Guidance Section delivers career talks in Schools.
11. The Vocational Guidance Section undertakes review of old cases.
12. The Vocational Section organizes Group discussions/registration guidance etc. to applicants visiting the Employment Exchange for registration for employment assistance.
13. The Vocational Guidance Section also provides individual information.

# **Registration/Renewal and Placement**

## **Registration Procedure**

Registration means the process of recording the particulars of an employment seeker according to prescribed procedure with a view to rendering them employment assistance. Employment seekers desiring to register their names in the Exchange will have to report to the registration section between 9.30 a.m. to 1.15 p.m. on any working day with documents such as a 15 years residential certificate from the Mamlatdar of the Taluka showing that the employment seeker has resided for 15 years and all educational qualification certificates if any in original.

Employment seeker claiming to register under special scheme such as “One Job in A Family” has to produce an income certificate from the concerned Sarpanch and Secretary of the Village Panchayat which should be countersigned by the Block Development Officer of the Taluka or Chief Officer of the Municipal Council as the case may be and the scheme “Preferential Treatment to Sons and Daughters of Freedom Fighters” a certificate from the Mamlatdar stating that the employment seeker is the son/daughter of the registered Freedom Fighter and that he/she is unemployed.

The applicant who intends to register the name in the Employment Exchange should produce the below mentioned certificates. Registration and renewal timings are 9.30 to 1.15 p.m.

1. All qualification certificates
2. Experience certificate is any
3. Residential certificate of 15 years

All the certificates should be in original. If the applicants belong to S/C, S/T, O.B.C., P/H, Widow, Divorcee, Sportsmen/sportswomen, Orphan should produce the certificate from the concerned Authority in order to register in the concerned category.

## **Registration under One Job in a Family Scheme**

If the applicant who's family income is less than Rs. 15,000/- p.a. from all sources and there is no earning member in the family the applicant can register under One Job in a Family Scheme provided he/she has passed minimum S.S.C.

The requirements for the registration under the scheme "One Job in a Family Scheme."

1. All qualification certificates from S.S.C. onwards in original.
2. Residence Certificate of 15 years
3. Certificate of income issued by Sarpanch and Secretary of Village Panchayat countersigned by Block Development Officer of the Taluka certifying that the income of the family from all sources is not more than Rs. 15,000/- p.a. and that the applicant is unemployed.

## **Registration under “Preferential treatment to the Sons and daughters of Freedom Fighters”**

The requirement for registration under this Scheme –

1. All qualification Certificates
2. Experience Certificate if any
3. Residence Certificate of 15 years.
4. A certificate from the Mamlatdar certifying that the applicant is the son/daughter of Freedom Fighter with the registration number and that he/she is unemployed.
5. A certificate from the Home Department showing that the father is registered as a Freedom Fighter.

### **Recording of Additional Qualification**

Employment seekers desiring to record additional qualification acquired subsequently to registration may do so by reporting to the registration section on any working day during morning session, along with the certificates in original

### **Transfer of index card from other Employment Exchange**

When an applicant residing in the jurisdiction of one Exchange informs that he has moved to the jurisdiction of another Exchange and makes a request to transfer his/her index card to the new Exchange and when the card is received from that Exchange the same is registered maintaining his/her seniority in the Exchange where he/she was initially registered provided the registration is valid. Also a residential certificate for the period that the candidate is residing should be produced.

### **Renewal of Registration**

Renewal means the process of extension of period for which the registration is valid for purpose of rendering employment assistance. At present the renewal period is three years for all types of applicants. The applicant will be allowed to renew his registration in person on any working day during the month of registration or the following two months, failing which the registration card gets lapsed.

### **Notification and documentation of vacancy:**

Employers coming within the purview of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 have to compulsorily notify the vacancy to the Employment Exchanges. Apart from this Employers not coming under the purview of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 may also notify the vacancies in the prescribed form. On receipt of notified vacancies the same are registered on a register called the vacancy order register. The list of suitable applicants/candidates as per seniority and eligibility is generated through the computer and thereafter sent to the respective Employer.

The names of applicants are deleted from the live register of the Employment Exchange on receipt of information from the Employer that they are placed.



# **Vocational Guidance and Labour Market Information to schools and colleges.**

## **Vocational Guidance**

Means assistance given to an individual in solving problems related to vocational planning and to occupational choice and progress with due regard for the individual characteristics and their relation to occupational opportunities

## **Registration Guidance**

Brief counselling given to an applicant at the time of registration

## **Group discussions**

A discussion with a homogeneous group of applicants or students involving detailed information on job opportunities, training facilities and such other matter pertaining to career Planning or choosing a career, appropriate the group

### **Individual Information**

Dissemination of Information on individual basis, on occupational opportunities, training and apprenticeship facilities or on the job training openings

### **Individual Guidance**

Assistance given to individuals to help deal with the problems relating to securing employment and making vocational choices. Plans and adjustments

### **Apprenticeship**

Training in Trade in pursuance of contract and apprenticeship which does not guarantee remunerative employment at the end of training course

### **Review of Old Cases**

A program under which invitations are extended to individual guidance to applicants borne on the live register for a reasonably longer period with or without successful submission history

### **Forwarding of applications**

Forwarding of applications received in response to advertisements by the Central Employment Exchange, New Delhi, which the Central Employment Exchange desires to forward to employers through the channel of Employment Exchange

### **Career Talks**

Talk on specific fields of occupation, training etc. appropriate to group of particular educational level, emphasizing the importance of Vocational Planning.

### **Career Exhibition**

Organizing a display of material of occupational interest

## **Employment Market Information**

Employment market Information means information concerning the employment market which means a well defined geographical area having a concentration of economic activity where the elements of demand from persons living in the area

## **Submission of E.R.-I and E.R.-II**

Under the Employment Exchanges (Compulsory Notification Vacancies) Act, 1959 every employer coming within the purview of the Act has to send employment returns in the prescribed forms giving information about employment trends. Such employer is also required to send employment returns every two years giving information about the employees working along with their educational qualifications