

## REGIONAL EMPLOYMENT EXCHANGE, PANAJI - GOA

### 1. INTRODUCTION:

The Employment Exchanges are established under All India Scheme for discharging the functions duties and responsibilities as envisaged in the Employment Exchange Service Manual and serve as a link between the Job Seekers and Employers.

### 2. VISION:

The vision of Employment Exchange under Model Career Centre is to bridge the gap between Youth with Job & Career related opportunities through Counselling & Training.

- Assisting all job seekers / career aspirants to find gainful employment.
- Enhancing employability and entrepreneurship in youths.
- Upgradation of skills of Job Aspirants.
- Mainstreaming informal skills.
- Meeting the emerging skill needs of the industry

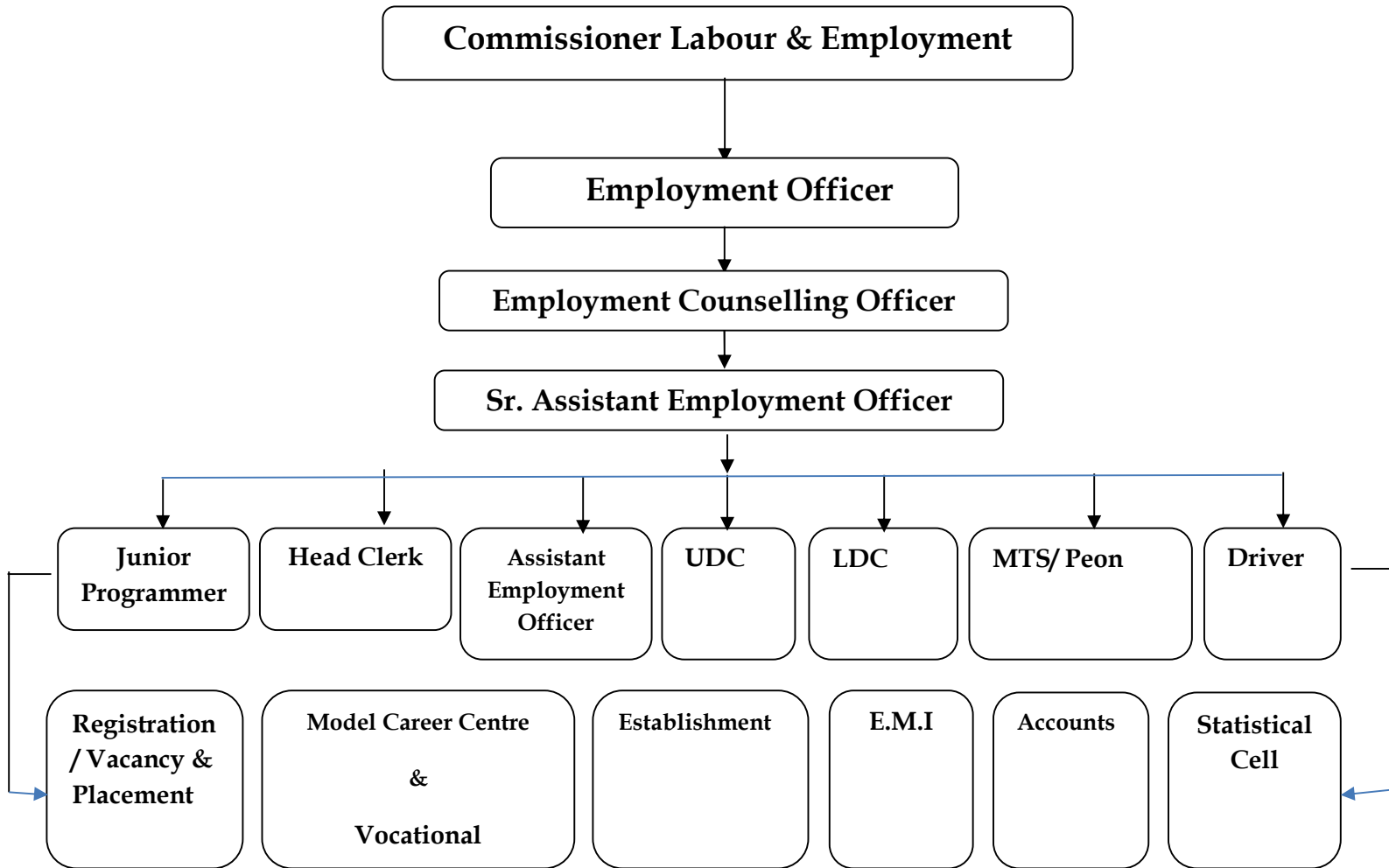
### 3. FUNCTIONS AND DUTIES:

The Employment Exchanges renders free service, broadly in four major areas as follows:

1. Verification and Authorization of application received online from Job-seekers to get registered in Employment Exchange, Submission of names to the Employers and to maintain the records of placements.
2. Organizing outreach activities such as Career Counselling, Career talks, Organizing Career Guidance Programme, Organizing Workshop on Personality Development and Organizing Job Fair / Placement Drives to bring Jobseekers / Career Aspirants and Job providers on common platform to have interaction between them.
3. Employment Market Information to the Government for policy decisions.
4. Enforcement of Employment Exchanges (Compulsory Notification of Vacancies) Act 1959.

#### 4. ORGANIZATION CHART:

The Regional Employment Exchange is headed by the Commissioner, Labour and Employment. The functioning of Employment Exchange is shouldered by on Employment Officer and assisted by Employment Counselling Officer and Sr. Assistant Employment Officer. As per the sanctioned strength there are 6 Assistant Employment Officers, 1 Jr. Programmer, 1 Statistical Assistant, 1 Head Clerk, 7 Upper Division Clerks, 10 Lower Division Clerks, 1 Driver and 3 Multi-Tasking Staff (MTS).



#### 5. ACTS AND RULES IMPLEMENTED BY THE EMPLOYMENT EXCHANGE:

The Employment Exchanges (Compulsory Notification of Vacancies) Act 1959 is implemented in the state of Goa. As per the said Act it is mandatory to notify any vacancies to Employment Exchanges by Public sector before filling up the same and whereas in case of Private sector it is 25 and more employees. Subsequently under the Act employers has to furnish quarterly returns in form of ER -I.

#### 6. RIGHT TO INFORMATION ACT 2005:

The information sought by citizens under Right to Information Act, 2005 is provided by Public Information Officer within stipulated period of time. The Office of the Regional Employment Exchange, Shram Shakti Bhavan, 4<sup>th</sup> floor, Patto Plaza Panaji Goa.

Appellate Authority: Commissioner Labour & Employment

1. Public Information Officer (Throughout the State of Goa): Employment Officer
2. Assistant Public Information Officer (Throughout the State of Goa): Assistant Employment Officer

