



GOVERNMENT OF GOA
OFFICE OF THE COMMISSIONER LABOUR & EMPLOYMENT
REGIONAL EMPLOYMENT EXCHANGE
4TH FLOOR, SHRAM SHAKTI BHAVAN, PATTO PLAZA, PANAJI - GOA. 403 001
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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:

- i.** Verification and Authorization of application received online from Jobseekers / Career Aspirants to get registered in Employment Exchange, Submission of names to the Employers and to maintain the records of Placements.
- ii.** Organizing outreach activities such as programme on Career Guidance/Counselling, Seminars on Soft Skill Trainings, Session on Civil Service Competitive Exam (GPSC & UPSC), Preparation on Banking & Railway Exams, Personality Development Programme, Session on Entrepreneurship, Job Fairs & Placement Drives in order to enhance the skills of the Job Seekers / Career Aspirants as per market requirements.
- iii.** Employment Market Information to the Government for policy decisions.
- iv.** Enforcement of Employment Exchanges (Compulsory Notification of Vacancies) Act 1959.

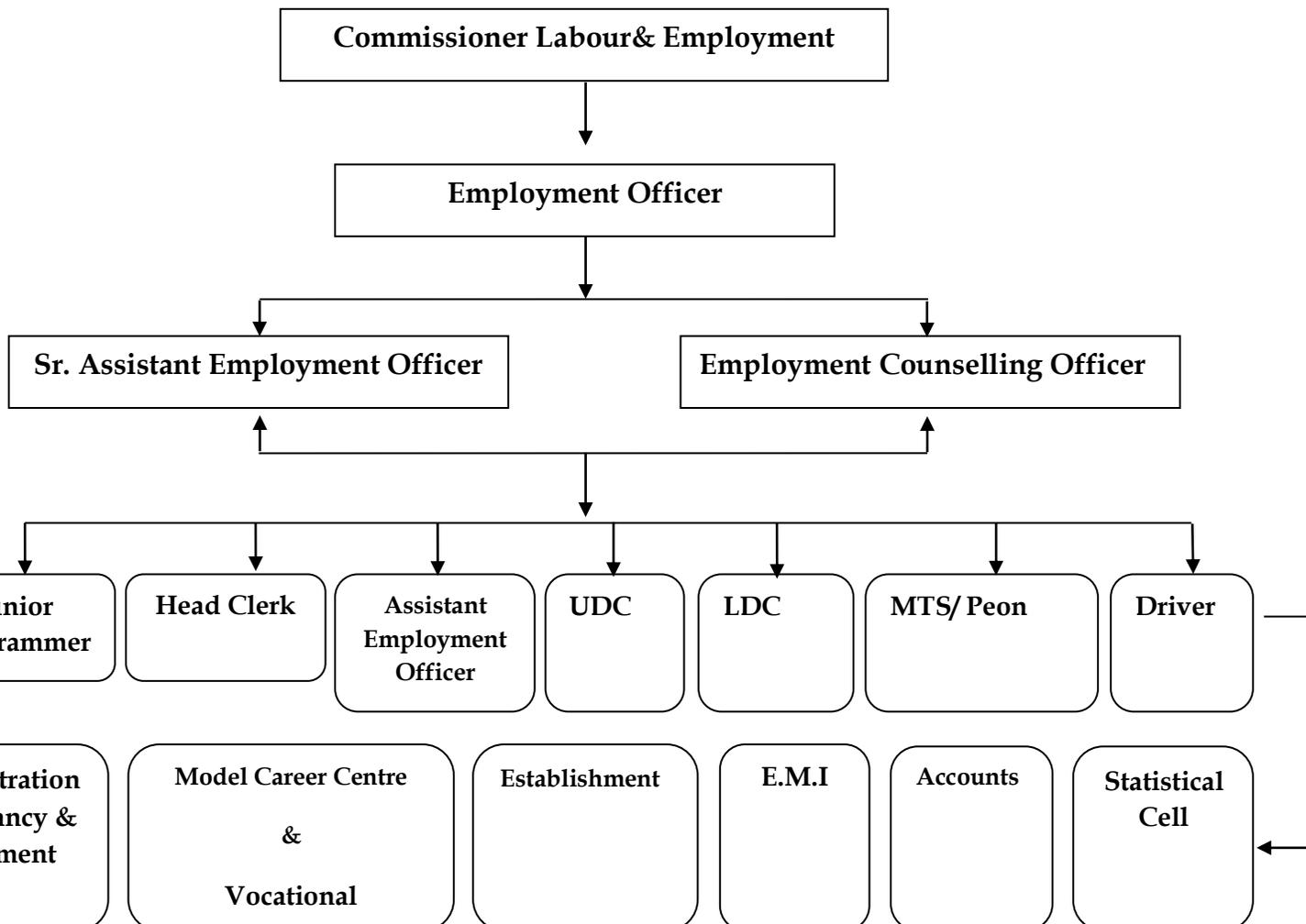
4. MODEL CAREER CENTRE (MCC):

Model Career Centre, setup at Regional Employment Exchange will take initiative to reach out to all the concerned important stakeholders such as Job Seekers / Career Aspirants, Private Sector Employers, Career Counselors, Skill Training Providers, Placement Organizations, Government Departments, Local Service Providers etc. The idea is to create a centralized platform for all employment and career related information and services for jobseekers / career aspirants and other stakeholders under one roof.

- Model Career Centre (MCC) in the State have advance facilities such as Training Hall / Conference Hall / IT Lab / Library / Counselling Rooms / Help Desk & Kiosk.
- Model Career Centre is expected to change the perception of Employment Exchange from mere a registration agency to employment related service opportunities.
- It is proposed to organize regular Offline as well as Online outreach activities.
- To connect all the Job Seekers / Career Aspirants across Goa with the relevant career and employment opportunities according to their skills, aptitude, qualifications and interest thus by bringing talent closer to opportunities.

5. 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).



6. 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.

7. ONLINE SERVICES OFFERED (www.goaonline.gov.in):

- 1) Labour and Employment Card
- 2) Notification of Vacancies
- 3) Placement of Notified Vacancies
- 4) Form ER - 1 (Quarterly Return)
- 5) List of Available Vacancies

8. GENERAL INFORMATION:

- i. New online Labour & Employment (L&E) card once issued is not invalidated for want of renewal.
- ii. No fee is charged for any service rendered by the Employment Exchange.
- iii. WhatsApp No.: 7770040601
- iv. Social Media Handles: Instagram: @ree_goa / Facebook: @reemccgoa

9. 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, 4th floor, Patta 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):
Employment Counselling Officer in absence Sr. Assistant Employment Officer.