

Citizen charter

Directorate of Employment

&

Training

KAVARATTI

CITIZEN CHARTER

DIRECTORATE OF EMPLOYMENT & TRAINING UNION TERRITORY OF LAKSHADWEEP, KAVARATTI

Preliminary

This Charter is framed for the guidance of those citizens/officials who are the customer of Directorate of Employment & Training, Union Territory of Lakshadweep. The customer is most important visitor of this Department and it gives us immense pleasure to render services to him. The main aim of the Department is to satisfy him with the services. He is a part of this Department and welcomed to make suggestions so that the Department can serve the public at large in a better way.

Objective

Employment Exchanges register job-seekers and nominate them against vacancies notified. There is no minimum prescribed qualification for registering with Employment Exchanges. Any Indian citizen can register with the employment exchanges situated in his place of residence.

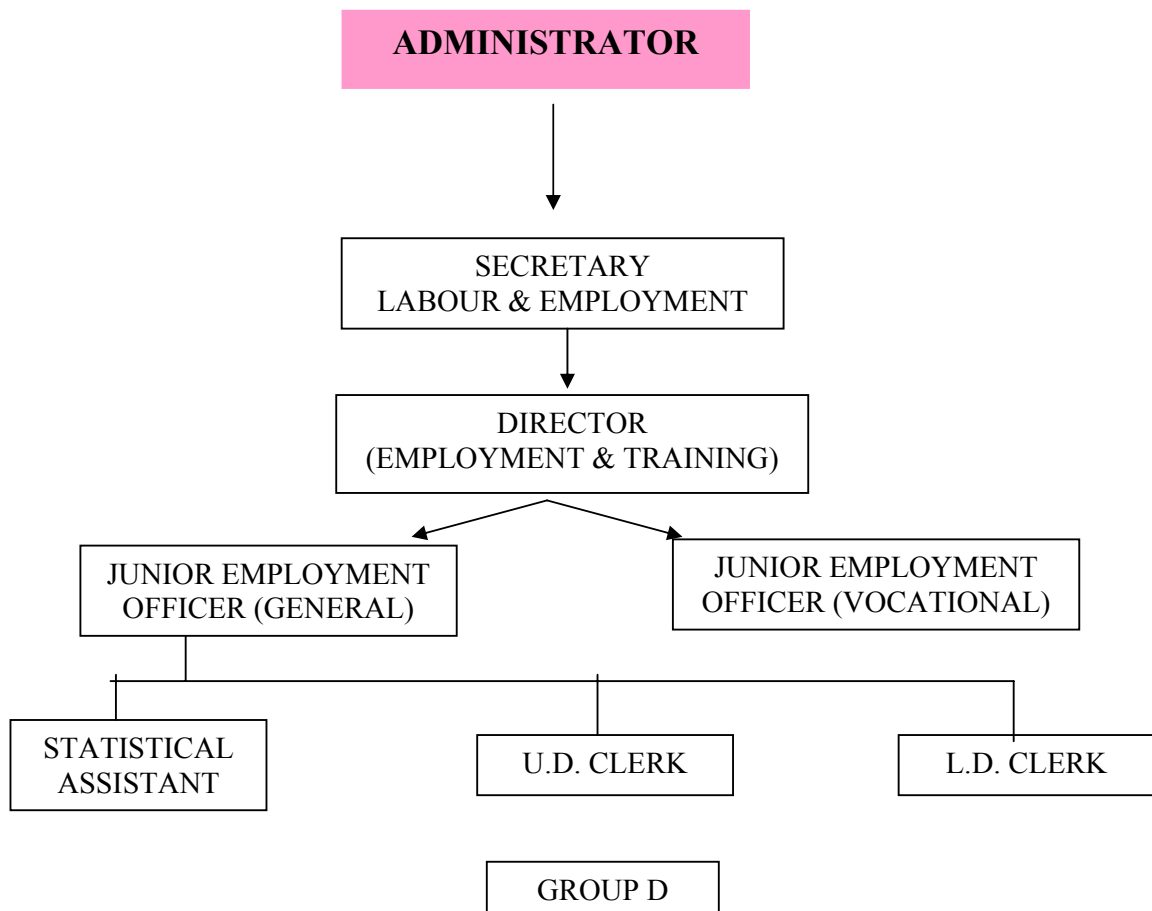
Mission of the Department

Directorate of Employment & Training, Union Territory of Lakshadweep is a part of National Employment Services. Its main mission inter-alia includes making available Employment Information, Sponsoring of candidates for various posts notified by different employers under compulsory notification of Employment Act & Vocational Guidance. The National Employment Services was extended to Lakshadweep & accordingly Directorate of Employment & Training, Lakshadweep under the Department of Labour & Employment came into existence in 1969. The Directorate of Employment & Training is located at Kavaratti with its one branch at Andrott & helping counter/unit in all the islands except Bitra. All DC's/SDO's except Kavaratti are designated as Additional Employment Officers for all services related to Employment Exchange.

VISION

Our vision is to provide employment related services to our customers in a transparent and efficient manner. Further this Directorate intends to bring the services to the door step of customer. The service includes registration, renewal, distribution of Employment Cards, Vocational Guidance, sponsoring of candidate to employer, conducting employment rallies armed forces.

Administrative Set Up:



N.B: (i) One Junior Employment Officer is posted at Andrott covering Andrott, Kalpeni and Minicoy islands. At present post is vacant due to superannuation of JEO.

(ii) One Junior Employment Officer is posted at Kavaratti covering the remaining Islands.

Main Function

- ✚ Registration of applicants who are unemployed/ aspirants of jobs.
- ✚ Sponsoring of names against notified vacancies.
- ✚ Providing vocational guidance services.
- ✚ Co-ordination of recruitments to Indian Defense Establishments & other outside Agencies.
- ✚ Providing of Financial Assistance as Grant-in-Aids to Village (Dweep) Panchayats in the matter of imparting Typewriting Training.
- ✚ Providing of Financial Assistance as Grant-in-Aids to District Panchayat for granting Financial Assistance to Local Scheduled Tribe Candidates appearing in Tests/ Interviews & Pre-Recruitment Training.
- ✚ Running of Industrial Training Institute.

I. Registration of Names for Jobs

One of the prime works of Employment Exchange is registration of names of applicants who are unemployed/ aspirants of jobs or better jobs.

a) Procedure for Registration

An applicant has to apply for registration in the Directorate of Employment & Training, Kavaratti or in its Units located in all the islands except Bitra or applicant can register online using web link www.employmentservice.nic.in (New Job Seeker). Along with the application, the applicant is required to furnish the duly attested photocopies of certificates in support of his qualifications, proof of date of birth, proof regarding belonging to any reserved category e.g. SC/ST/OBC/PH(if he/she claims), Nativity Certificate, etc. If applying online then the said certificates need to be furnished along with the registration code generated online. The aforesaid application after scrutiny by the Units of the islands, issues the Registration Number & NCO.

Candidates in possession of experience could register their experience with the Employment Exchanges not later than two years from the date of discharge. Apart from this, persons who are appointed based on the nomination effected by the Employment Exchanges could intimate the fact of discharge from jobs, within 90 days from the date of discharge, to the Employment Exchanges and re-register. Any delay

in this regard could be condoned up to a period of 18 months. Provision is also available for persons already in employment for registering their higher qualifications to seek suitable better opportunities by producing a 'No Objection Certificate' from the present employer.

b) Transfer of Registrations

Candidates could register with the Employment Exchanges functioning in their respective Islands. Candidates who seek transfer of registrations to another place should produce residence certificate issued at the level of Tahsildar pertaining the new residential status. There should be a minimum of one year gap between successive transfers of registrations. This condition will not apply to the wards of Government Servants who are under orders of transfer.

II. Registration of Names for Better Employment

An applicant who is already in service can also get his name registered in Employment Exchange for better jobs.

a) Procedure

- ❖ An applicant who is already in job and who intends to apply for getting his name registered for better jobs, is required to furnish along with his application:-
- ❖ Original Registration Card, if his name is already registered with the Employment Exchange,
- ❖ No objection Certificate (in original) from his/her Employer for getting name registered for better employment.
- ❖ Duly attested copies of certificates of qualifications on the basis of which name is being got registered for better jobs.

b) Validity of Registration Cards & its Renewal

The Registration Card issued to a candidate remains valid for three years from the month of registration of the name of the applicant. After three years, the applicant is required to get his Registration Card renewed (as per indication made in his

Registration Card) issued by the Directorate of Employment & Training or its other unit. And in case the card is not renewed in time, the same will stand lapsed. And in the event the Registration Card is lapsed, then the candidate will lose his/her seniority and has to apply afresh for registration. Hence the applicants are advised to be very careful for getting their Registration Card renewed well in time.

III. Co-ordination of recruitment to Indian Defense Establishments & other outside Agencies

As and when information is received regarding vacancies in Indian Defense Establishment and in other outside Agencies, the same is communicated to all the island authorities, viz Secretary to Administrator/ Deputy Collector, Minicoy/ Sub Divisional Officers/ Additional Sub Divisional Officers in the islands / Authorized Officer, Bitra and Director, Information, Publicity & Tourism, Union Territory of Lakshadweep, Kavaratti for giving wide publicity to the said vacancy for information of the job seekers.

IV. Sponsoring of names by the Employment Exchange

For getting the name sponsored from the Employment Exchange, the Departments are required to notify the vacancies of their Departments on the prescribed form furnishing complete details. When the vacancies are notified to the Employment Exchange, the names of the candidates are sponsored in the ratio of 1:20 (i.e. against every vacancy 20 names of the eligible applicants fulfilling the required qualifications and experience are sponsored and strictly as per the seniority of their registration giving due consideration to the various type of reservation e.g. Scheduled Tribes/Handicapped/ Ex-Servicemen, etc.). The names are sponsored by the Directorate of Employment & Training, Kavaratti.

Name of one applicant can be sponsored thrice during a year.

V. Duration of time schedules for disposal of Applications for Registration. etc.

The District Employment Exchange, Union Territory of Lakshadweep, Kavaratti is the only Employment Exchange office located in Kavaratti with its one branch only at Andrott. The Andrott branch is manned by a Junior Employment Officer (JEO) (covering Andrott / Kalpeni/ Minicoy). The other JEO posted at Kavaratti is for rest of the Islands. All the DC's/SDO's are designated as Additional Employment Officers (AEO). So any work related to Registration, renewal, addition of qualifications etc can be carried out in all the Islands from AEO office and there is no need of sending the application to Kavaratti. The time schedule for disposal of applications is prescribed as under:-

Sl. No.	Subject	Time schedule
1	Application for registration of name	Same day or a max. 7 days (if all documents are enclosed)
2	Where one can register/Renew/add qualifications etc?	A) This facility is available in all the islands. As all the DC's/SDO's are designated as Additional Employment officer and all the infrastructure is made available to them B) Online registration can also be done by following the link http://www.employmentservice.nic.in/logpass.do?tnflag=false&entry=jobseeker&fa=f and subsequently verification can be carried out by sending attested photocopy of relevant qualifications entered while registering.
3	Application for renewal of Registration Cards	Same day
4	Application for addition of Qualifications	Same day or max. 7 days on receipt of the cards in concerned Islands
5	Application for better jobs	Same day or max. 7 days on receipt of the cards in concerned Islands
6	Sponsoring of names against vacancies notified by the Departments	7 days(if the sponsoring form is complete in all respects), only from Kavaratti
7	Day Time when one can approach for above said activities	a) Monday to Saturday (excluding Friday)-10am to 1.0pm, 2.0 pm to 5.0 pm b) Friday 10 to 12 & 2 to 5 pm. c) 2 nd Saturday & any other Government declared Holiday, office is closed

Note: The time limit is because of internet limitations

VI. Redrassal of Grievances

In the event of any grievance, please approach/contact the following officers:-

Sl. No.	Name of the officers	Designation	Phone Nos.	Remarks
I.	Kuldeep Singh	Director(Employment & Training), Directorate of Employment & Training, Kavaratti	04896-262082, 263402,	For all islands
2.	P. P. ATTA	Junior Employment Officer, Directorate of Employment & Training, Kavaratti	(0)04896-262559	Islands other than Andrott, Kalpeni & Minicoy
3	Vacant	Junior Employment Officer, Branch At Andrott	--	For Andrott, Kalpeni & Minicoy

VII. Vocational Guidance Programme

The Vocational Guidance Units functioning in Employment Exchanges render Guidance services to students and registrants of Employment Exchange to seek Employment opportunity. Employment Exchanges conduct Group Discussions of candidates who call at Employment Exchange for registration, renders counseling to the candidates during registration, provide information in educational and training facilities to candidates as individual information furnish information on occupations, conduct Exhibitions and Seminar on careers in Schools and Colleges and arrange Career Talks on occupations.

VIII. Future Plans

The Directorate of Employment & Training, Union Territory of Lakshadweep has future plans as under:-

- ❖ The Department plans to provide Vocational Guidance on a large scale.
- ❖ If new/old applicants/registrants supply their e-mail address, then through group email address, this Directorate will intimate the candidates about various vacancies within administration or outside administration. This will be helpful for those applicants whose names could not be sponsored (in case of Lakshadweep posts) because of seniority. Such candidates can also apply directly to the Employer & various other updates will also be sent.

- ❖ Will upload various vacancies on the Directorate website and also list of sponsored candidates.

IX. Advice

The applicants are advised to adhere to the following instructions:

- While applying for registration of names for employment with the Directorate of Employment & Training no facts should be concealed especially relating to their employment (or) no false information should be furnished.
- Applicant registering online has to send attested copies of certificates etc. either by post or in person to concerned office of Employment for their verification to get the registration certificate.
- The applicant who has got his name registered with the Employment Exchange, Union Territory of Lakshadweep when gets the job, it becomes his duty that he should inform to this Employment Exchange immediately regarding his getting the job.
- For various welfare scheme implemented by this Directorate, please visit our website (www.lakshadweep.nic.in Department of Labour and Employment).
- No money is required to be paid to any agency for registration, renewal and insertion of additional qualification and transfer. Please do not be misled by any one. The registration is required to be done at any one place in India.
- Suggestion, if any is most welcome.

Please help the Department to serve you (the Customer) better. Suggestions are solicited from any citizen.

(Kuldeep Singh)
Director (Employment & Training)
UNION TERRITORY OF LAKSHADWEEP, KAVARATTI