

MANUAL I

Particulars of organizations, functions and duties (Section 4 (1)(b)(i))

1. Aims and objectives of the organizations:-

The main function of the Directorate of Employment, GNCT of Delhi is to render employment service to the job-seekers, job-provider and all other concerned through its 9 District Employment Exchanges/02 Special Employment for PH & 01 Special Employment Exchange for Ex-Servicemen, UEI&GB located at University of Delhi, Jawaharlal Nehru University and Jammia Millia Islamia University. This includes Online registration of the job-seekers, updation/modification of their registration, receiving of the requisition of vacancies from the employers and sponsoring of names of registrants as per requirement of the job provider for employment. Besides, this Directorate is also providing information on vocational guidance/skill development training to the job-seekers. Presently the Directorate of Employment, Delhi is providing its services on-line through our websites www.employment.delhigovt.nic.in.

2. Mission/Vision:-

- 1) On line Registration of job seekers
- 2) On line service for notification of vacancies by the Job-providers.
- 3) On line sponsoring of job-seekers against requisition received from Job-providers.
- 4) On line registration/sponsorship for short term jobs for various household and other jobs.
- 5) To organize ROZGAR MELAS / CAREER EXHIBITIONS / Skill Development Training Programmes for the Job-seekers and students through resource persons/experts from various organizations.
- 6) To organize skill development training for job-seekers to enhance their employability
- 7) Collecting Employment Marketing Information data at State Level etc.

3. Brief History and background for its establishment:-

The Employment Services came into existence in India under the stress of post war demobilization towards the end of Second World War, the necessity of re-employment of a large number of service personnel and war workers etc arose. In this regard, in order to ensure uniformity in policies and effective coordination, machinery was proposed to be set up under the direction and control of Central Govt. Accordingly, in a scheme, agreed to by the Central and State Governments, the Directorate General

La

of Resettlement and Employment was set up in 1945 and Employment Exchanges were later gradually, established in several parts of the country.

The Employment exchanges under this Directorate were re-organized on 1999 and presently, it is functioning through 09 District Employment Exchanges, 02 Special Employment Exchanges for Physically Handicapped persons and 01 Special Employment Exchange for Ex-Servicemen, 03 University Employment Information and Guidance Bureaus.

4. Allocation of business:-

Functions of the Directorate of Employment, Delhi basically envisage the following aspects:-

- a) To maintain data of job-seekers according to their qualification, experience and other eligibility criteria and sponsor their candidature to the employers according to their requirement through Employment Exchanges.
- b) To impart Vocational Guidance and necessary assistance to job seekers to employment.
- c) To co-ordinate with Govt. authorities/autonomous bodies/N.G.O. and general public in exchanging necessary information/data about employment marketing and the job-seekers, Govt. policies etc.

5. Duties to be performed to achieve the mission:-

With the view to provide better services at the door step of the job-seekers and job providers with a good transparency, on-line services has been launched in the Directorate w.e.f. 15.06.2009. After on-line services of this Directorate registration/updation and sponsorship as well as information relating to Vocational Guidance, Government policies on different subject, job opportunities and other facilities will also be available on line.

6. Details of service rendered:-

The provisions of the Compulsory Notification of Vacancies Act, 1959 and Compulsory Notification of Vacancies Rules, 1960 and the instructions/guidelines of the Government of India, Ministry of Labour, govern the working of the Employment Exchanges of this Directorate. The Directorate of Employment, Delhi neither generates nor provides employment to the people. The main function of the Employment Exchanges is registration of job seekers, updating/modification of their data, sponsoring the registrants to the employers on their requirements.

7. Citizens interaction:-

With a view to let the citizens informed about the working of the Directorate a 'Citizen Charter' has been prepared. At the reception counter, a senior official has been deputed to take immediate appropriate action for redressal of the grievances of the visitors. Necessary action is being taken to put all relevant information/material pertaining to employment opportunities, registration of job seekers on 'Website' of the Department, so that any citizen can get required information through Internet.

8. Postal address of the main office, attached/subordinate office/field units etc:-

S.No.	Name of the Office	Postal Address	Telephone No.
1.	Director, Employment	C-Block, 5, Sham Nath Marg, Delhi-110054	23951115 Fax:23962823
2.	Spl. Director (Emp.)	D-Block, 5, Sham Nath Marg, Delhi-110054	23951115 23994122 23932802
3.	Directorate of Employment (HQ)	Dist. Employment Exchange Building, IARI Complex, Pusa, New Delhi-110012	25847862 25846322 25849842 25841970 25843171 25841782 25842364 25846321
4.	District Employment Exchange (South)	District Employment Exchange (South), Sector-4, R.K. Puram, New Delhi-110022	20904072
5.	Data Base Center	District Employment Exchange Building, 3 rd Floor, Institutional Area, Vishwas Nagar, Shahdara, Delhi-110032	20822381 20822388 20822389

8. Working hours both for office and public:-

S.No.	Name of the Office	Working hours for office	Working hours for public
1.	Head Quarter / Data Centre / MCC	09.30 AM to 06.00 PM	09.30 AM to 06.00 PM

9. Public Interaction, if any:-

In order to educate the general public and job seekers, the Directorate of Employment, Delhi organizes Job Fair, Guidance in choosing their careers, job

opportunities and other relevant information. Time to time advertisements are also published in newspapers for general information and awareness of the public, job seekers and employers.

10. Grievances redress mechanism:-

When any candidate is facing any kind of problem/grievances regarding his registration/updation etc. in any District Employment Exchange related to him, he may first contact the concerned Employment Officer to sort out the solution of grievances/problem. If not satisfied, he may contact the Special Commissioner (Emp.) for further solution of his grievances.

A handwritten signature in black ink, consisting of a stylized 'h' followed by a dot and a horizontal line.