

EMPLOYMENT WING

The vision of the National Employment Service is to provide all its stake holders an efficient Employment Service in order to meet the needs of a dynamic economy. Employment Wing of the Department of Employment and Training, is working to achieve the following objectives of the National Employment Service through its network of Employment Exchanges.

Objectives:-

- Assisting all job seekers registered with Employment Exchanges to find gainful employment by facilitating interaction between job seekers and employers.
- To collect and disseminate information on Employment & Training, to job seekers and employers so as to ensure a proper balance between the demand and supply of workforce.
- To create easy and speedy access to Employment Exchange services for all its stake holders.
- To provide relevant employment counseling, assessment of capabilities and training services to job seekers in improving their employabilities.
- To provide vocational guidance services to students and job seekers in choosing their careers.
- To obtain, provide accurate and quality labour market information to the policy makers for planning and decision making.

Functions of Employment Exchanges:-

The activities in Employment Exchanges are governed by *Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959* and policies formulated by the Directorate General of Employment & Training, New Delhi and day-to-day administration are carried out by the State Government. The Employment Exchanges performs the following activities to achieve above objectives:-

- (a) Registration – Placement activities.
- (b) Vocational Guidance.
- (c) Employment Market Information Programme.
- (d) Enforcement of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.

a) Registration and Placement Assistance:-

The Employment Exchanges are providing Employment assistance and disseminating Employment & Career information to all its stake holders through its network of 34 Employment Exchanges and 6 University Employment Information & Guidance Bureaus.

- 30 District Employment Exchanges.
 - 1 Professional & Executive Employment Exchange.
 - 1 Sub Regional Employment Exchange,
 - 1 Special Employment Exchange for Physically Handicapped.
 - 1 Special Employment Exchange for SC / ST.
- 6 University Employment Information & Guidance Bureaus.

The applicants seeking employment assistance are registered in the Employment Exchanges situated in all the District head quarters. The applicants are required to produce the following documents for registration purpose:-

- (1) Copies of marks cards and other testimonials in support of educational attainments.
- (2) Two copies of passport size photographs.
- (3) Caste certificate /cast-cum-income certificate who wish to claim reservation.

Applicants are required to renew their registration once in three years either through post or in person. Applicants registered at Employment Exchanges are sponsored against notified vacancies on the basis of their seniority of registration and meeting other eligibility criteria

The service rendered by the Employment Exchanges is free and impartial.

b) Vocational Guidance:

Vocational Guidance and Employment Counseling together constitute an important function of the Employment Exchanges. The Vocational Guidance units in Employment Exchanges and the University Employment Information and Guidance Bureau provide necessary guidance and information to the job seekers and the student community to plan their careers. Career conferences and exhibitions are also conducted by the Employment Exchanges and the UEIGB for the benefit of job seekers.

The Central Institute for Research and Training in Employment Service (CIRTES), Noida, N.C.R., New Delhi, has brought out a series of publications on careers, both hard copies and soft copies, which are available in Employment Exchanges as reference books and also for sale.

c) Employment Market Information:

The Employment Exchanges provide valuable information needed for manpower planning by collecting Employment Market Information from Public & Private sectors as per the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959. The employment data thus collected are compiled at the State level for publication of Employment Reports/reviews. Every year, one annual report (English & Kannada) & 4 quarterly reports (English & Kannada) are published.

Information collected from the organized sector of the economy, which includes

- (1) All establishments in Public Sector
- (2) Non-agricultural establishments in private sector employing 25 persons or more.

The rendering of Quarterly Employment returns (E R-I) to local employment exchange is mandatory as per the Employment exchanges (C.N.V) Act, 1959 and the rules there under.

d) Enforcement of Employment Exchanges (CNV) Act, 1959:-

For a meaningful collection and analysis of employment data it is necessary to ensure comprehensiveness of the establishments covered. It has been possible to achieve this objective by strict enforcement of the mandatory provisions of the said Act and Rules, by the enforcement units at the regional / district level.

New initiatives:-

In order to meet the present day challenges of Employment Market; the Employment Exchanges are being strengthened and the following **new initiatives** have been introduced in Employment Exchanges to assist the job seekers and employers.

(1) Study Circles:-

At present, most of the vacancies in public sector are being filled through Competitive Examinations. In order to enable the job seekers registered with Employment Exchanges to face these Recruitment Competitive Examinations confidently, 'Study Circles' have been established in all the District Employment Exchanges of the State. These 'Study Circles' are conducting free Pre-Recruitment Examination Training for the candidates appearing for these examinations. These centres also have 'Reference Book Bank' for the use of job seekers. For further details, visit Employment Exchanges.

(2) Job Fairs:-

Due to globalization, the Employment opportunities in Public Sector dwindling and rising manifold in the Private sector. In order to make enormous jobs available in the Private sector to job seekers, the Department is organizing 'Job Fairs' in the Employment Exchanges. These Job Fairs provide a platform for Employers and Job seekers, to meet and interact directly. Job fairs also help employers as well as job seekers cut down on time, money and effort. Job fairs are conducted periodically or depending on the requirements of employers. For further details, visit Employment Exchanges.

(3) Human Resource Development Centers:-

Despite increased Employment generation, there is lot of unemployment. This is mainly due to low skill level of the work-force and mismatch between the demand & supply. Employment Exchanges are not meeting the demands of potential private sector since these registrants lack employability.

To address this problem, the existing Employment Exchanges are being upgraded into 'Human Resources Development Centres' with state-of-the-art infrastructure. This is a unique and first of its kind initiative of the Government of Karnataka to match the market demand & supply. The objective is to provide employability solutions, assess and certify the skill, provide value added services to job seekers, more importantly to establish a strong and sustainable bond between the local industries – government – man power needs. It also envisages identification of skill gaps, attitude, aptitude and employability of the job seekers, bridge the gaps if any and make them employable. This is considered to be an out of the box think – tank programme. Presently, there are 8 such HRD Centres functioning and many more will be added in the ensuing years.

These centres are now serving as facilitating centres for work-force which enters Employment market, eventually improving the outcome of economic growth.

(4) Dissemination of information through SMS Gateway:-

Candidates registered with Employment Exchanges are provided with information related to various Public sector recruitments and Job Fairs through 'SMS Gateway' of NIC.