

REPORT

A Visit to Regional Employment Exchange Office, PU - Date: 8th February, 2024

Place: Regional Employment Exchange Office, PU



The students of Dev Samaj College of Education, Sector 36B, Chandigarh, visited Regional Employment Exchange office, Panjab University, Sector 14, Chandigarh, along with their class incharge Ms. Karuna Singh.

The students were greeted by the Sub Regional Employment Officer at Punjab University's University Employment Information & Guidance Bureau. He gave us an introduction, telling us about the Employment Exchange's background, current state, significance, and methods of operation.

Every state is required to have one employment exchange, owing to the University Employment Information and Guidance Bureau (Compulsory Notification of Vacancies) Act of 1959.

An Employment Exchange is a government office that provides employment assistance to job seekers. The Employment Exchanges perform mainly three types of functions:

1. Registration of applicants and their placement
2. Providing vocational guidance to job seekers
3. Collect employment market information data from establishments in the organized sector.

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FUNCTION AND DUTIES:

1. Registration and submission of the candidates to the employers against notified vacancies.
2. Collection of Employment Market Information.
3. Dissemination of Vocational Guidance information to students and Candidates/registrants at Regional Employment Exchange.
4. Registration and placement of Physically Handicapped candidates.
5. Implementation of Probation of Offenders Act.
6. Registration and dissemination of Vocational Guidance information to P&E applicants at University Employment Information & Guidance Bureau at Panjab University, Chandigarh.
7. Candidates are registered on National Career Service Portal launched by Govt. of India.

India has over a thousand regional employment exchanges, categorized into groups according to population and jurisdiction.

Anyone, regardless of literacy level, who is at least 14 years old, may register as a job seeker.

They receive notifications about employment openings based on their qualifications.

PROCEDURE:

In order to register offline, the person must go directly to the bureau or the regional employment exchange. They must bring their original documentation and self-attested copies of it for inspection. The 10th and 12th grade DMCs, graduation DMCs, graduation degree, post-graduation DMCs, post-graduation degree, work experience certificate, and other pertinent documents are needed to be submitted. Job seekers who want to advance in their careers or just want to receive more job-related alerts and notifications can use this service, regardless of whether they are employed or not.

The X1 Card is a form that job searchers must fill out in order to register. Name, mother's name, father's name, age, Aadhar number, area, address, qualifications from the 10th grade onward, etc. are among the details needed here.



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REGISTRATION CARD

X-10 UNION TERRITORY ADMINISTRATION
(Regional Employment Exchange, Chandigarh)
REGISTRATION CARD
(Not an Introduction Card for interview with Employer)

Name of applicant _____
 Registration No. _____
 Occupation _____
 No. _____ Priority (if any) _____
 Date of Registration _____
 Date of Birth _____
 Signature of applicant _____

| PARTICULARS | Date of issue | Initials of Issuing Clerk |
|--|---------------|---------------------------|
| 1. Employment Exchange provides this service to the applicants. | | |
| 2. Bring this card (X-10) with you when you come to this Exchange. | | |
| 3. Quote Registration No. and X-10 No. given when you come to this office. | | |
| 4. Registration can be renewed either personally or by post on any working day of the month in which it is due and also within grace period of next three months. | | |
| 5. Registration is liable to be cancelled if ... (a) You fail to report on applications being (b) You fail to submit reply of advertisements later which you have not attended. (c) You fail to give the office your photo for the register. | | |
| 6. Please return the Registration Card (X-10) to this office if you are not in need of employment assistance. | | |
| 7. For guidelines please contact this office. | | |

Note - If registration is not renewed within the prescribed period it will be cancelled.

Signature of Officer _____ R.E.O.

ON INDIA GOVT. SERVICE

www.ncs.gov.in
 Username - _____
 Password - _____

To _____

The Regional Employment Officer,
 Union Territory, Chandigarh.

(Signature of applicant)

Dated _____

X10 Card

The X10 Card is valid for three years with 2 months of grace period post the validity period.

In case the individual fails to renew the card within allotted time period, they can get themselves registered again through same procedure and get a new card. However, benefits of the old card would be lost.

On the backside of the X10 Card, National Career Service portal www.ncs.gov.in is provided which includes the online ID of the applicant so that they can check their account details for alerts and notifications. For this, the applicant is supposed to fill in the username and password provided to them. Username, most of the times, is the applicant's aadhar number.

The applicant is then registered for official record, into the X63 Register which includes their basic details same as that filled in the X1 form.

RENEWAL:

There is a separate register for the purpose of renewal of the X10 Card which includes basic details of the candidate along with the date on which the applicant approached the bureau for renewal.

Indian Government start the Right to Service Act in 2005 under which every department has to record their work, timeline for their work, whether the timeline is met or not, who applied and when, whether the application got accepted or rejected, reason behind rejection, etc. It makes sure that the applicants are benefited from the services and are not harassed or embarrassed by the official workers.

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When someone seeks to avail the employment services, it is made sure that their details are separately entered into an entry register. Without entry, no one's case is entertained.

POST REGISTRATION PROCESS:

Organisations, be it private, government or corporate, are supposed to register themselves at the bureau under section EMI i.e. Employee Market Information. The organisation has to send a quarterly report to the bureau regarding the number of employees, male employees, female employees and requirements for job positions. In case they fail to do so, they are considered as defaulter.

Private Establishments have to notify the bureau about vacancies, by filling out the SEM-7 (Private Establishment) form.

Government Sector based organisations have to fill SEM-7 (Compulsory Notification for Vacancies) when looking to hire new employees.

ALERTS AND NOTIFICATIONS:

For online alerts, the job seeker is expected to check online ID notifications at least once a week otherwise the ID gets deactivated. To activate again, the applicant will have to contact a toll-free number, 1514.

For offline alerts, only first few applicants are notified. It is based on first come, first serve basis.

Benefits of Offline Registration:

prevents errors because of the presence of well informed officials free of cost procedure

VOCATIONAL GUIDANCE:

There is a Vocational Guidance Unit in the Regional Employment Exchange. The Employment Officer (Vocational Guidance) who is in charge of this Unit provides vocational guidance and employment counseling to the job seekers registered with this Exchange. This guidance is given at the time of registration individually and in groups also. Applicants on request can also get vocational guidance from the Vocational Guidance Officer.

University Employment Information & Guidance Bureau which is housed in the building of the Students Centre of Panjab University on the ground floor provides vocational guidance and employment counselling to Professional & Executive standard applicants. This Exchange registers professional and executive standard applicants, provides vocational guidance to the applicants visiting this Bureau and also provides information regarding admission in various Universities/Institutes to the job seekers.

COLLECTION OF EMPLOYMENT MARKET INFORMATION:



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The Regional Employment Exchange also collects information regarding employment from the establishments in the organized sector under the provisions of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 from all establishments in the public sector and those employing 25 or more persons in the private sector. This information is also collected from the employers in the private sector employing 10 to 24 persons on voluntary basis. The format on which this data is collected (ER-1) is given in Annexure-III. This report is to be sent on quarterly basis for the quarter ending March, June, September and December within 30 days of the expiry of each quarter.

Similarly occupational data is also collected on biennial basis from the public and private sector employers in alternate years in form ER-II, given in Annexure-IV. The employers who fail to send the requisite information in the prescribed proforma can be penalised under Section 7(2) of the said Act.

Information so collected in these proformas is tabulated and consolidated report is sent to the Director General of Employment and Training, Government of India, New Delhi where it is used for planning and other purposes.

SPECIAL EMPLOYMENT EXCHANGE FOR PHYSICALLY HANDICAPPED APPLICANTS:

The Government of India, Ministry of Social Justice & Empowerment has set up a Special Employment Exchange for the Physically Handicapped applicants in the Regional Employment exchange under the Centrally Sponsored Scheme. The main functions of this Special Employment Exchange are :-

To register the Physically Handicapped applicants after getting them physically examined from the Medical Board constituted for this purpose in the General Hospital, Sector 16, Medical College, Sector-32 and P.G.I. Sector-12, Chandigarh.

To submit the Physically Handicapped applicants both against reserved and unreserved vacancies;

To guide and motivate the Physically Handicapped applicants to join various training courses available for them in Union Territory, Chandigarh;

To motivate them to adopt self-employment and send their application forms to the loaning agencies for the grant of loan;

To check the roster registers being maintained by the employers to see whether 3% reservation in jobs is being given to the Physically Handicapped applicants.

APPRENTICESHIP TRAINING:

Regional Employment Officer, is also designated as State

Apprenticeship Advisor. He is responsible for importing apprenticeship training for I.T.I passed applicants. He also conducts examination twice in a year.

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