

Powers and duties of officers and employees

Joint Director of Employment

1. Acts as the Functional Head of Department
2. Supervise over all affairs of the Department.
3. Acts as the State Vigilance Officer of the Department.
4. Acts as the appointing authority of Junior Employment Officers/
Junior superintendents/Head Accountant.
5. Acts as the disciplinary authority of non Gazetted officers of the department.
6. Acts as the Appellate authority under RTI Act.
7. Acts as the Training manager of the department.
8. Acts as the countersigning authority of all heads of offices with regard to tour diary, travelling allowance bills, GPF applications, medical reimbursement applications, etc.

Deputy Directors

1. Supervise the implementation Peripatetic Survey, Employment Market Information, Self Employment Schemes, etc.
2. Supervise the implementation of the provisions of Employment Exchanges (CNV) Act.
3. Supervise the implementation of the welfare scheme of Differently Abled applicants.
4. Acts as State Public Information Officer under RTI Act.

Regional Deputy Director of Employment

1. Region wise supervision of the activities of sub offices of the department.
2. Conduct internal audit and surprise inspections in sub offices coming under his jurisdiction.
3. Inspect and approve Select Lists prepared in Special Employment Exchanges for Differently Abled, P&Es and District Employment Exchanges coming under his jurisdiction.
4. Acts as the Appellate authority of SPIOs of Employment Exchanges under RTI Act.

State Vocational Guidance Officer

1. Supervise the proper implementation of Vocational Guidance Schemes.
2. Provides infrastructure to Vocational Guidance Officers to conduct vocational guidance and career guidance activities.
3. Set targets to Vocational Guidance Officers.
4. Supervise the implementation of coaching classes.
5. Supervision of the functions of Employability Centres and Career Development Centres (CDC)

Sub Regional Employment Officer

1. Co-ordinates and supervise the placement and vocational guidance of Differently Abled applicants.
2. Provides vocational guidance and career guidance to Differently Abled persons and proper disposal of PH applicants.
3. Conducting coaching classes for competitive exams.
4. Supervise proper implementation of the PWD Act.

5. Supervision of the Kaivalya project implemented for the differently abled.

Divisional Employment Officer.

1. Three Divisional Employment Officers are in charge of three Professional & Executive Employment Exchanges situated at Thiruvananthapuram, Ernakulam and Kozhikode.
2. One Divisional Employment Officer is posted in the Directorate of Employment with the duty of the supervision of the implementation of the un-employment allowance and self-employment schemes.

District Employment Officer

1. Acts as the head of Office of District Employment Exchanges and district level controlling officer of sub offices.
2. Implement the three self-employment schemes, viz, SARANYA, KESRU and MPJC
3. Allot UAS fund to local bodies as and when Government releases funds.
4. Inspect and supervise implementation of EMI, self employment schemes.
5. Book vacancies reported by employers and circulate, collect and submit particulars of suitable candidates to the employers.
6. Approve Select List of Town Employment Exchanges.
7. Conduct internal audit and surprise inspection in sub offices.
8. Acts as the pension sanctioning authority of non-gazetted officers retired from the district.

Employment Officer

1. Acts as the head of office of Town Employment Exchanges.

2. Responsible for the smooth functioning of Town Employment Exchanges.
3. Discharge duties related to UAS, EMI and SE while working in DEEs.

Employment Officer (PL)

1. Acts as the Placement Officer with regard to the placement of Differently Abled applicants.
2. Supervise proper implementation of the PWD act.

Deputy Chief

1. Acts as the head of office of University Employment Information & Guidance Bureau.
2. Provide information regarding career opportunities to the students of Universities.
3. Conduct coaching classes to students to face different competitive examinations such as UGC, NET, SET, Civil Service, etc.
4. Conducting Job fairs.

Junior Employment Officer/Junior Superintendent

1. Selection of suitable candidates against vacancies notified to the Employment Exchanges.
2. Supervising regular office work of subordinate officers.

Head Accountant

Supervise budget allotment, preparation of budget proposals, reconciliation, tour diary, TA bills, medical re-imburement, GPF applications, etc.

Instructor Stenography

Handling classes on stenography and allied subjects.

Head Clerk

Selection of suitable candidates against vacancies notified to the Employment Exchanges and supervising regular office works of subordinate officers.

UD Clerk

Regular office work and works related to Employment Exchange procedure such as registration, renewal, vacancy booking, circulation of vacancies, forwarding list of eligible candidates, vacancy clearing and also all works relating to the various schemes implemented by the department.

LD Clerk

Regular office work and works related to Employment Exchange procedure such as registration, renewal, vacancy booking, circulation of vacancies, forwarding list of eligible candidates, vacancy clearing and also all works relating to the various schemes implemented by the department.