

1. Particulars of functions and duties

- a. **Placement Service :-** When vacancies are notified to the Employment Exchanges, selection is done according to criteria like Employment Registration Seniority, Communal Reservation Rules, Age, Priority, Qualification, Experience, Physical fitness etc. List of senior most candidates, among those who registered the required qualification and considering all those above criteria, normally limited to 9 numbers per vacancy, is forwarded to the Employer. Suitable candidate is being selected from this list by the Employer himself, on the basis of written test or interview or both.
- b. **Self-Employment Schemes :-** The Employment Exchanges are implementing various self-employment schemes (KESRU, Multi Purpose Service Centres/Job Club, Navajeevan, Saranya, Kaivalya) with a view to providing livelihood security to different sections of the society depending on their specific needs. The department focuses the marginalized sections such as widows, legally divorced, un-married women above 30 years, un-married mother belonging to ST, differently abled, persons above 50 to 65 years of age who have to depend others for their daily meals, etc.
- c. **Vocational Guidance :-** The Employment department has unmatched history in the field of career guidance. No other agencies both in public or private sector can compete with the expertise of the Employment Department in this regard. The department has started Career Guidance Centres exclusively for providing career guidance service to the rural areas known as
 - i. CDC (Career Development Centres)
 - ii. MCC (Model Career Centres)
 - iii. EC (Employability Centres)
- d. **Employment Market Information :-** Employment Market Information Unit collect data regarding Job seekers registered with employment exchanges, vacancies notified in employment exchanges and placement through employment exchanges by way of various returns.. These data are used by the Government to formulate appropriate policies and programmes for dealing unemployment and other related matter in the country. The

department is taking timely measures to get the vacancies notified in the Employment Exchanges as per the norms laid down by the Government. All gazetted officers of the department are tasked to carry out adequate checks on whether illegal appointments are taking place and time bound non-submission of returns. Act Enforcement officers are functioning in the department at state level, regional level and district level to take timely action.

നാഷണൽ എംപ്ലോയ്മെന്റ് സർവ്വീസ് (കേരളം) വകുപ്പിന്റെ ഓർഗനൈസേഷണൽ ചാർട്ട്



