MANUAL

FOR

ONLINE EMPLOYMENT PORTAL

VERSON 1.0
(AUGUST 2009)

DESIGNED & DEVELOPED
BY

Directorate of Employment
Government of NCT of Delhi
(5, Sham Nath Marg, Delhi – 110 054)

Directorate of Employment was established in Delhi on 1948 to facilitate job seekers to get a unique registration number and having information of the jobs, which are created in the Govt., Public Sector Undertaking/Private. The Compulsory Notification of Vacancies Act had come in force in 1959 enforcing all establishments in Public Sector and Private Sector to employ more than 25 persons by informing their vacancies to the local Employment Exchanges for notification. C.N.V. Rules 1960 were made there under. Later on, the Employment Exchanges were opened in each District. Presently, we have 9 Employment Exchanges functioning from 6 locations. The registration of the candidates was done manually till 2004. A lot of complaints of mis-management, long queue in doing the manual registration by Employment Exchanges were received. Therefore, from 1st January, 2005, the registration was computerized but still there were complaints of long queue in Employment Exchanges causing long hours wait/ harassment to the job seekers and non sponsoring of their names on account of seniority and ratio fixed long back and never reviewed in 1959.

The various public dealing departments had started the online facility in their public dealing to avoid queue and minimize corruption. The department of Employment has also switched over to e-governance & extended/started online facility for job seekers for getting their registration w.e.f. 15th of June, 2009, which is permanent in nature and need not renewal. Similar system is being developed for sponsoring the list of all candidates registered scraping the seniority and ratio to the job providers very soon.

Further, the department is in the process of making the Employment Exchanges as Vocational Guidance Centres/Vocational Training Centres, Placement Centres to extend the jurisdiction from registration and sponsorship to online counseling, skilled training and platform for campus/spot placement in co-ordination with Universities, Companies/PSUs and overseas manpower requirement. Presently, the department has identified following areas/fields for the vocational training:

1. Skill required to maintain personal hygiene.
2. Intra-personal communication skills.
3. Skills required to keep personal difficulties away during the work period.
4. Skills required for keeping the domestic area clean; including learning of skills required for use of materials provided.
5. Skill required for understanding components of urban meal such as breakfast; lunch and dinner.
6. Skills required for management of urban kitchens including cooking of hygienic food; including storage before it is served.
7. Skill required for serving cooked food in formal environment.
8. Skills required for serving food while family members eat their food either as a family unit or separately as individual member of the house.
9. Skills required for Dish-washing; stacking; storing; retrieval from crockery stock and after the food has been consumed.

10. House keeping skills for preparation of beds and replacement of bed-sheets or laundry.
11. Skills for handling domestic pets.
12. Skills for handling kitchen gardens and indoor plants.
13. Skills for handling electricity and electric appliances.
14. Answering telephone calls and handling guests.
15. Skills required for providing first aid or how to reach medical service or avail police help; and
16. Skills to securing personal safety.
17. Many more skills are proposed to be added.

Therefore w.e.f. 15th June, 2009 Directorate of Employment has switched over from manual to on-line system of registration for job-seekers, job-providers, sponsoring of candidates and for providing vocational guidance etc. As a result many of the administrative instructions in force hitherto have lost their relevance and need to be revised. Accordingly in suppression of all existing instructions following guidelines are issued:-

- All kind of employment services, including vocational guidance, skill development programmes etc. shall be provided and managed through the District Employment Offices.

- There shall be one District Employment Office in every revenue district to be headed by Deputy Commissioner (Employment), who will also function as H.O.O./DEO/Deputy Commissioner (Emp.).

- The services of all officers/officials posted in the District Employment Offices shall be at the disposal of Deputy Commissioner (Employment), who will assign the work allocation to them and they shall work as per the work allocation order issued by him / her as the case may be.

- Every District Employment Office shall maintain a help desk for assisting all those who come to the office for personalized assistance and every Help Desk shall be manned by computer trained staff [depending on ground conditions] and the same shall be supervised by an officer not below the rank of Assistant Commissioner (Employment).

- Every person who visits the reception counter of the Employment Exchange shall be issued a pre-printed number (Token) which will be displayed on the digital display board for availing personalized service from the help desk.

- Close circuit TV System shall be installed in District Employment Exchanges to enable the Deputy Commissioner (Employment) to monitor the activities of the help desks.

- No fee shall be charged from any one for rendering the personalized services from the Help Desk of the District Employment Exchanges.

INSTRUCTIONS REGARDING REGISTRATION OF JOB-SEEKERS :-

1.1 The Directorate of Employment does not accept any civil or criminal responsibility in respect of information provided by the registrants.

1.2 All job-seekers registered prior to 15th June 2009 are required to update their registration information online which is necessary for them to avail uninterrupted services of sponsorship. **Once required updating has been done the registrant shall get a unique I.D.**. Old Registration number shall cease thereafter.

1.3 The registration of job-seekers would be done only on-line, w.e.f. 15th June 2009, meaning that off-line registration shall cease. As such every person who is seeking registration for the first time shall be required to log in/fill in the information asked in the electronic format (Page 1 to 3) of Annexure-I on-line.

1.4.   Columns of the formats must be filled in.

1.5 No fee is charged for online registration from the applicant. Further an applicant is not required to produce documents in support of his/ her qualification or experience. Therefore, registrants are required to furnish the true and correct information at the time of registration. The Directorate of Employment does not take any responsibility for the accuracy of the data furnished by the registrants.

1.6 The job seekers may use the website www.labour.delhigovt.nic.in and click through a link *‘On-line service for Directorate of Employment’* for registration on 24X7 basis.

1.7 Any person who does not have internet facility can approach the help desk of any District Employment Exchanges or any other agency identified/entrusted by the Directorate of Employment in this regard. The outside agencies may charge a fee for the services rendered to job seekers for online registration. At present Jeevan Centers identified by GNCTD have been permitted to provide registration service at all Employment Exchanges.

1.8 Every job-seeker is advised to obtain the hard copy of his/her registration details along with unique Registration I.D/User I.D. and pass word for updating the data.

1.9 The registrants are required to keep Registration ID and password confidential.   The facilities of updation are available.

1.10 For any assistance, click a HELP ICON and view user manual. For any queries use help.dee@gmail.com

1.11 *No Renewal required* – No renewals of Registration are required.

1.12 In case a registrant seeks transfer of registration record from NCT of Delhi to any other State or UT Administration, the registration records shall be transferred on written request to Department of Employment of the State or UT Administration concerned. However acceptance or rejection of registration by the transferred State or UT Administration shall be subject to the rules and regulation applicable there.

1.13 Any person seeking registration in NCT of Delhi from other State or UT Administrations shall be required to get himself / herself registered afresh On-line.

1.14 If any skills/subjects/languages are not found in list, it must be mailed to help.dee@gamil.com. The decision of addition in list must be taken within two days.

PROCEDURE FOR NEW REGISTRATION

1. On the website www.labour.delhigovt.nic.in, after clicking on 'Online Services for Dte. Of Employment' link, click on 'New Registration' link .
2. Read the instructions given carefully before clicking on "Register" button.
3. Enter the basic information and select required fields and click on "Continue" button.
4. Enter the Qualification, Skillset, Experience, National & International Language. While entering remember the following:
    a. The data added to list will be submitted. Only selection of data does not mean that data will be submitted.
    b. After selecting the data you MUST CLICK ON "ADD TO LIST" button.
    c. Skill set is an auto-complete field, wait to populate. As you will type data field will be populated and you have to select from the appearing list by clicking on desired data.
5. Click on "Submit" to generate receipt. The user id and password for accessing the Employment Portal is provided in the receipt.
6. In order to change the Password, Log-in using the User ID and Password mentioned.

PROCEDURE FOR VALIDATION

1. Click on 'Validating Existing Data' link.
2. Read the important instructions given carefully before clicking on "Confirm & Update" button.
3. Enter existing registration details. All fields are mandatory.
4. After entering the details, if your existing details are not retrieved,
   a. Click on Search Data.
   b. Enter the relevant details and click on Submit.
   c. If your data is available in the Search list, click on the 'Renew' button and authenticate yourself by entering your Date of Birth.
   d. If your data is not available in the Search list, kindly intimate at help.dee@gmail.com quoting your 'Js'-id.
5. If details are retrieved, it will be displayed on top of the webpage and in the respective fields. Verify the existing data, update wrong entries
6. Enter/Select other required fields and click on 'Continue'.
7. Enter the Qualification, Skill set, Experience, National & International Language. While entering, remember the following:
   a. The data added to list will be submitted. Only selection of data does not mean that data will be submitted.
   b. After selecting the data you MUST CLICK ON "ADD TO LIST" button.
   c. Skill set is an auto-complete field, wait to populate. As you will type data field will be populated and you have to select from the appearing list by clicking on desired data.
8. Click on "Submit" to generate receipt. The user-id and password for accessing the Employment Portal is provided in the receipt.

PROCEDURE FOR UPDATION OF REGISTRATION

1. Login to the System using user id and password.
2. Update the required fields and Submit.
3. Qualification, Language, Skill/Occupation can be update by:
   a. Deleting the old record
   b. Adding the new record.
4. User may change password online any time.
5. User may print certificate online any time.
6. The list of jobs where the User-name was sponsored.

FOR JOB PROVIDERS.

VACANCY NOTIFICATION

2.1   The job provider will submit his request on-line for sponsorship of job seekers. The format of electronic submission form is provided in Annexure II.

2.2   A Request ID is generated along with the receipt of submitted request for the job provider.

2.3   The request will further be forwarded on to the concerned District Employment Exchange, area wise on the basis of pin code entered by job provider for sponsorship of names of the eligible registrants.

2.4   The list of the entire eligible candidate will be sent to job provider irrespective of seniority.

2.5   The list of eligible candidate will be provided by email/soft copy/printed hard copy.

2.6   The status of each request will be available online. The job provider may contact District Employment Exchange for delay in progress (if any) and list of candidates.

2.7   It is mandatory for the Job Provider to provide/ inform the list of selected candidates to the District Employment Exchange.

PROCEDURE FOR NOTIFICATION
1. Job provider will fill & submit vacancy notification form.
2. Unique request id for each vacancy notification will be generated automatically by the system. This unique id will be used for further processing of the request.
3. The job provider will get a receipt on submission of vacancy notification.
4. The request will be assigned to respective District Employment Officer on the basis of pin code entered by the employer.
5. The Status of the submitted Request will be available Online.

BACKGROUND PERSPECTIVE:

Hon'ble Supreme Court of India in Civil Appeal No. 11646 – 11724 of 1996 in case title **The Excise Superintendent   Malkapatnam, Krishna District, Andhra Pradesh Vs. K.B.N. Visweshwara Rao & Ors.** has held that " we are of the view that contention of the respondents is more acceptable which would be consistent with the principles of fair play Justice and equal opportunity. It is common knowledge that many a candidates are unable to have the names sponsored, though their names are either registered or are waiting to be registered in the employment exchange, with the result that the choice of selection is restricted to only such of the candidates whose names come to be sponsored by the employment exchange.   Under these circumstances, many a deserving candidates are deprived of the right to be considered for appointment to a post under the State. Better view appears to be that it should be mandatory for the requisitioning authority/establishment to intimate the employment exchange, and employment exchange should sponsor the names of the candidates to the requisitioning Departments for selection strictly accordingly to seniority and reservation, as per requisition. In addition, the appropriate Department or undertaking or establishment, should call for the names by publication in the newspapers having wider circulation and also display on their office notice boards or announce on radio, television and employment news-bulletins; and then consider the cases of all the candidates who have applied.   If this procedure is adopted, fair play would be sub-served. The equality of opportunity in the mater of employment would be available to all eligible candidates."

Keeping in view, the directions of Hon'ble Supreme Court of India   to enable equal opportunity for all registrants, particulars of all eligible candidates for a post will be sponsored to the employer in respect of Permanent/Temporary/Short term vacancies.

- List of the sponsored candidates to employers will be available on the web-site.
- All employers will intimate the result of submission made to the Distt. Employment Exchange. Employment Officer will ensure the receipt of the result.
- All vacancies will be displayed on the Office Board of the Distt./Employment Exchanges and website of the department for information of job seekers.

- To facilitate this programme, a User Manual is annexed with this manual for the use of Employment Officers and the staff working at the Employment Exchanges.

PROCEDURE FOR SPONSORSHIP
1. Search will be initiated at Centralized Data Centre/NIC server.
2. Downloading of Submitted Request from NIC server to Centralized Data Centre.
3. The progress of each Submitted Request can be monitored by respective DEOs and Other Senior Officers.

4. Depending on the search criteria a list of candidates will be generated. There will be provision for changing search criteria option but once final search criteria is saved it cannot be changed. Finally, list will be stored in database.
5. Uploading of search result to NIC server.
6. Emailing, Printing or preparing soft copy of Sponsor list for a particular submission.

PROCEDURE FOR ACTION TAKEN REPORT (ATR)

1. The Job Provider will provide/ inform the list of selected candidates to the District Employment Exchange against the Request ID <u>within 15 days of providing the candidate list or after completion of selection process.</u>
2. The concerned DEO will enter the selected candidate detail against the respective Request ID.
3. The Request ID will be considered 'Closed' upon submission of the ATR against the Request ID.

Registration Form 1/3

Directorate of Employment
Govt. of NCT of Delhi

DELHI EMPLOYMENT EXCHANGE

Registration Form

User type : Candidate

Basic Information

Name (First) | (Middle) | (Last)
Father's Name | Mother's Name *
Date of Birth | Gender : Select
Urban/Rural :* -Select- | Marital Status:* -Select- | Religion: -Select-
Category:* -Select-
Any Disability No
Ex-Serviceman No

Priority Admissible to Ex-Service Personnel None

Declaration Regarding Physical Fitness

Eyesight Normal | Height Cms
Weight Kgs | Chest Cms

Correspondence Address | **Permanent Address**
Address :* | ☐ Same as Correspondence Address
Locality : | Address :
Pin :* Search PIN Mobile: | City : | State :* -Select-
e Mail ID: Tel.: | Pin :

Registration Form 2/3

Add Qualification & Experience Details

Qualification Details(In Chronological Order: Highest Degree First)

Qualification *	University/ Board	Year of Passing*	Max. Marks	Marks Obtained	Grade	Major/Stream	Subjects	
Select		Select				Select	Calligraphy A/c For Business	Add to List

Qualification Details Added To List

Acquired Skills

Skill/ Occupation*		Acquired Through*	Experience(In months)*	Remarks	
Search Skill		-Select-			Add to List

Skill-Set Details Added To List

Work Experience

Employer Name *	Type*	Designation/ Job Title *	From*	To	Salary (p.m)*	Qualification*	
	-Select-		E	E		-Select-	Add to List

Experience Details Added To List

National Languages Known

Language	Read	Write	Speak	All	
Select	☐	☐	☐		Add to List

Languages Added To List

International Languages Known

Language	Read	Write	Speak	All	
Select	☐	☐	☐		Add to List

International Languages Added To List

Submit | Cancel

Directorate of Employment
GNCT of Delhi
5- Shamnath Marg, Delhi-110054

REGISTRATION DETAILS

Reg. No.: 2009100146   Registration Date : 28/8/2009

Name   :Testdata   One
Father's Name   :Testfathername
Mother's Name   :Testmothername
Date of Birth   27/8/1980
Gender   :Male
Rural/ Urban   Urban
Marital Status   :Unmarried
Religion   Jainism
Category   :General
Correspondence Address   Testaddress
                                                Delhi PIN 110011
                                                Contact No

e Mail ID   :

Qualification Details

S.No.	Qualification	University/Board	Year of Passing	Marks	Grade	Major	Updation Date
1	M A	DU	2007	675/1000		Economics	28/8/2009
2	B.Ed	Anna Unversity	2009	780/1200	D	Science	28/8/2009

Skill Details

S.No.	Skills Known	Acquired Through	Experience (in months)
1	Teachers, Other	Non-formal Training	12

Experience Details

S. No.	Employer	Org. type	Designation	From	To	Pay	Qualification
1	DVB Delhi	Pvt	Teacher	1/8/2008	28/8/2009	10000	M.A

Languages Known

Request for Sponsoring Suitable Candidates

Basic Information

Organisation Name *   Organisation Type * [Select ▼]

Contact Details (Whom the List of Sponsored Candidates to be sent)

Contact Person *   Designation *

Address *

Locality   State * [Delhi ▼]

Pin *   Mobile

e-Mail ID   Tel

Vacancy Notification Details

Title of the Job *   No. of Vacancies * [▼]

Place of Work [-Select- ▼]   Transferable: [No ▼]

Offered Pay (Monthly):*

Post Requirements:

Total Experience: [0]   Yrs.

Gender [No Preference ▼]

Preferred Age Between:*   And

Preferred Locality:

Qualification*	Subject	Skill	Experience (In months)	Added Details
[Select ▼]	[Select ▼]	Search Skill	Add to List	

Remarks