

## Chapter-25

### NATIONAL EMPLOYMENT SERVICE

#### INTRODUCTION

25.1 Policies, standards and procedures for the National Employment Service are laid down by the Central Government in consultation with State Governments. A Working Group on National Employment Service comprising representatives of the Central and State Governments facilitates this consultative process, the last meeting of which was held at New Delhi on 24<sup>th</sup> June 2002. A Special Meeting of Working Group was also held on 08-04-2003 at New Delhi. The Working Group made several recommendations to make the Employment Service more proactive and also to meet the Labour Market Information system conducive to the requirement in the changed market scenario. It further recommended guidelines on operation of private placement agencies in the country.

#### Salient Features of National Employment Service

- National Employment Service covers all the States and Union Territories.
- Day to day administration of the Employment Exchanges rests with the State/UT Governments.
- It has a network of 947 Employment Exchanges.
- As a part of administrative functioning, data are collected through 13 Employment Exchange Statistical Returns, each return covering a specific field of activity like registration, placement etc. with different periodicity.
- As a part of Employment Market Information Programme, data are

collected from the Organised Sector (all public sector establishments and all Non-agricultural private sector establishments with 10 or more workers) on employment, vacancies, occupational and educational pattern of employees etc. in ER-I and ER-II returns prescribed under the Employment Exchanges (Compulsory Notification of vacancies) Act, 1959 and Rules framed there under.

#### EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES) ACT, 1959

25.2 The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 provides for compulsory notification of vacancies and submission of employment returns (ER-I and ER-II) by employers to the Employment Exchanges. It applies to all establishments in the Public Sector and such establishments in the Private Sector as are engaged in non-agricultural activities and employing 25 or more workers. The Enforcement of the Act is the responsibility of the States and Union Territories Governments. Majority of the States/Union Territories have special Enforcement Machinery for this purpose.

#### PERFORMANCE OF NATIONAL EMPLOYMENT SERVICE

25.3 The details of the network of 947 Employment Exchanges as on 31.8.2005 are given in **Table 25.1**. The main activities of the Employment Exchanges are registration, placement of job seekers, career counseling, and vocational guidance and collection of employment market information.

**25.4** The work done in regard to registration and placement during 2005 (Jan-Aug): is given in **Table 25.2**

25.5 Salient features of registration and placement are:

- As on 31st August, 2005 maximum number of job-seekers (71.9 Lakh) awaiting employment were in West Bengal while minimum (0.06 Lakh) were in Dadra & Nagar Haveli.
- Between Jan-August, 2005 placement was maximum (49.7 Thousand) in Gujarat, where registration was maximum (559.5 Thousand) in Tamil Nadu.
- Placement was 6.6% of total submissions made by the Employment Exchanges.
- 26.9% of the total job-seekers were Women.
- Year-wise registration, placement, vacancies notified, submission made and Live Register for the period 2000 to 2005 are given in **Table 25.3**.

### **CENTRAL EMPLOYMENT EXCHANGE, DELHI**

**25.6** The Central Employment Exchange, Delhi is responsible for circulation and the advertisement of vacancies of scientific and technical nature occurring in the Central Government Establishments with a basic pay of Rs. 5000/- p.m. or above. During the year 2005-2006 (up to October, 2005) a total of 464 vacancies were notified through 19 advertisements where 68 Government offices utilized its services. Out of these 80, 66, 1043 and 11 vacancies were notified for SC/ST/OBC,PH and Ex-servicemen respectively.

### **EMPLOYMENT MARKET INFORMATION PROGRAMME (EMI)**

#### **SCOPE, COVERAGE AND LIMITATION**

25.7 The Employment data in the organised sector is collected under the Employment Market Information Programme which initially followed a voluntary course of collection of information has now been provided the statutory base by the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rules framed thereunder. The EMI programme now extends to all the States/ Union Territories. The programme covers all establishments in the Public Sector and non-agricultural establishments employing 25 or more workers in the Private Sector. The establishments employing 10-24 workers are covered on a voluntary basis.

25.8 The EMI Programme, however, does not cover employment statutorily in the agricultural establishments (other than Plantation and Agricultural Machine Operatives), self-employed or independent workers, part-time workers, Defence forces, Indian Missions abroad, establishments employing less than 25 workers in the metropolitan cities of Mumbai and Kolkata and tiny sector establishments (employing less than 10 workers). The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 makes it obligatory on the part of employers to render Employment Return (ER-I) and Occupational Return (ER-II) at quarterly and biennially respectively. The Employment Returns are rendered at quarterly intervals showing employment at the end of 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December every year whereas the Occupational Returns are

collected biennially as at the end of 30<sup>th</sup> September of the year alternately for Public and Private Sectors establishments. The Quick estimates for the quarter ended December 2003, Quarterly Employment Review for the quarter ended March, 2003 and Annual Employment Review for the year 1999 have already been published and its publication for 2001 is under process.

### **OCCUPATIONAL AND EDUCATIONAL PATTERN STUDIES**

- Occupational and educational profile of employees in organised sector is attempted through the study.
- The data are collected under the Employment Market Information (EMI) Programme at biennial intervals, covering the public sector and private sector establishments in alternate years through ER -II returns prescribed under the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
- The Occupational composition and educational levels of all employees in organised sector, classified by industries and branches of public sector and by size of establishments in the private sector are brought out in the reports titled Occupational and Educational pattern in India.

### **DEPLOYMENT OF CENTRAL GOVERNMENT SURPLUS RETRENCHED EMPLOYEES**

25.9 In pursuance of decision taken by the Government vide order No-20011/1/2002-IWSU dated 10-01-2002, the Surplus Cell for Group-D employee, located in DGE&T, Ministry of Labour & Employment was transferred to the “**Surplus Cell**” of the Department of Personnel and Training with a view to bring the work relating to redeployment of all category of surplus

employees under the charge of one Ministry. This Division of D.O.P.T. has been re-designated as “Retraining and Redeployment”.

### **EVALUATION OF EMPLOYMENT EXCHANGES**

25.10 The Programme of Joint Technical Evaluation of the Employment Exchanges and the University Employment Information and Guidance Bureaux is carried out in the country to ensure that :

- Agreed policies and procedures are followed;
- Standards maintained and Programmes implemented;
- Services rendered by the Employment Exchanges are made more effective;
- An effective Co-ordination with the States/UTs is maintained;
- Necessary measures for the improvement of these services suggested;
- Evaluation of 11 States/UTs has been proposed during 2005-2006 and the targets are likely to be achieved; and
- The compliance on the suggestions made therein in the Evaluation Reports is obtained from the State Directorates of Employment.

### **VOCATIONAL GUIDANCE AND EMPLOYMENT COUNSELLING**

**Vocational Guidance Units in Employment Exchanges and University Employment Information and Guidance Bureaux (UEIGBx): -**

- Function within the Employment Exchanges/ University Campuses and render Vocational Guidance & Employment Counselling Services to the job-seekers.
- Collect and compile occupational information for dissemination to the students, teachers, parents and job-

seekers (both individually and in groups) through career talks, individual counselling sessions, group discussions, career exhibitions and film shows etc.

- Supply information to students about various training facilities available within the country and abroad including information about vocational training in the Industrial Training Institutes and Apprenticeship Establishments.
- During the reference year, 386 Vocational Guidance Units in Employment Exchanges and 82 University Employment Information and Guidance Bureaux (UEIGBx) within the University Campuses continued to function in order to provide necessary guidance and information to the job seekers and university students.

#### **APTITUDE TESTING:**

- The Aptitude Testing Programme aims at development and use of psychological tests for Vocational Guidance and Vocational Selection.
- Aptitude Tests were introduced in the sixties to promote the use of objective procedures for Vocational Selection.
- The present efforts of DGE&T are focused on strengthening the psychological testing capabilities in tune with the requirements of the target groups. The efforts are likely to

provide necessary impetus to the Vocational Selection and Vocational Guidance Services provided to the job-seekers at the Employment Exchanges, the UEIGBx, the Coaching-cum-Guidance Centres for SCs/STs and at the pre-recruitment training programmes organised particularly for the disabled and the socially disadvantaged groups.

#### **PROMOTION OF SELF-EMPLOYMENT**

- Self-Employment Promotion Programme was undertaken due to general shortage of wage paid jobs.
- The Employment Exchanges have been assigned an important role in this area to motivate the unemployed youth for taking up Self Employment.
- Self-Employment Promotion Cells (SEPCs) in 28 selected Employment Exchanges were established in the country. Out of these, now 22 Self-Employment Promotion Cells are rendering special assistance to job seekers towards promotion of Self-Employment.
- Upto the end of June 2005, 80,331 persons were placed in various Self-Employment ventures with the assistance of Self Employment Promotion Cells and 2,04,435 persons were on the Live Register of these Cells seeking Self Employment assistance.

#### **RELEASE OF DATA**

25.11 The details of publications brought out by DGE&T are given in **Box-25.1**

**Box 25.1**

<b>Employment Exchange Statistics</b>	This is an annual publication of DGE&T. It gives complete Employment Exchange statistics along with their detailed analysis
<b>Quick Estimates of Employment</b>	It gives quarterly Quick Estimates of employment in Organised Sector
<b>Quarterly Employment Review</b>	It gives major industry-wise employment situation in the Organised sector of the economy on quarterly basis
<b>Annual Employment Review</b>	This is an annual publication based on EMI data. It gives comprehensive data at three-digit level classification of industry & complete analysis of Employment situation prevailing in the Organised sector.
<b>Occupational – Educational Pattern of Employees in India</b>	This is an annual publication giving the profile of employees in Public & Private Organised sector. Public & Private sectors are covered in an alternate year
<b>Trade Apprenticeship Training in India under Apprenticeship Training scheme</b>	This is an annual publication brought out by the survey and study division of DGE&T. The publication presents statistics on Establishments engaged in Apprenticeship Training, intake capacity, output and their employability in the labour market alongwith brief analysis of present scenario. The publication “Trade Apprenticeship Training in India” as on 31-3-2002 was finalised and released during the reference period and report as on 31.03.03 is under finalisation.
<b>Census of Central Government Employees</b>	This publication gives the profile of the Central Government Employees working in various parts of the country. The census is carried out through the Employment Exchanges located in various parts of the country. The data on Census as on 31-3-2004 has been collected and is under processing.
<b>Central Employer’s Register</b>	A new initiative has been taken to prepare Central Employer’s Register as on 31.3.2001 . This will help to provide handy information about Central Government Establishments all over the country.
<b>Bulletin on Job Opportunities in India</b>	This presents Job Opportunities available for persons possessing diploma, degree and postgraduate qualifications in various branches of engineering, technology, agriculture, medicine, natural sciences, social sciences and teaching etc. The report for the year 2000 was finalised and released. The data relating to “ Bulletin on Job-Opportunities in India 2003” is at the compilation stage.

**Table 25.1**

➤ Total number of Employment Exchanges (at the end of Aug, 2005)	947
Includes the following :	
➤ University Employment Information and Guidance Bureaux (UEIGBx)	82
➤ Professional and Executive Employment Exchanges	15
➤ Special Employment Exchanges for the Physically Handicapped	43
➤ Special Employment Exchange for Plantation Labour	01

**Table 25.2**

<b>* Number of Job-seekers on the Live Register as on 31-8-2005</b>	
<b>(In Lakh)</b>	
<b>Men</b>	<b>291.07</b>
<b>Women</b>	<b>107.08</b>
<b>Total</b>	<b>398.15</b>
<b>* Number of Job-seekers placed during 2005 (Jan-Aug)</b>	
<b>Men</b>	<b>0.57</b>
<b>Women</b>	<b>0.45</b>
<b>Total</b>	<b>1.02</b>
<b>* Number of Job-seekers registered during 2005 (Jan-Aug.)</b>	
<b>Men</b>	<b>29.14</b>
<b>Women</b>	<b>9.93</b>
<b>Total</b>	<b>39.07</b>

**Table 25.3**

**(IN THOUSANDS)**

<b>Year</b>	<b>Employment Exchanges, UEIGBx \$</b>	<b>Registration</b>	<b>Placement</b>	<b>Vacancies Notified</b>	<b>Submissi on Made</b>	<b>Live Register</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>
2000	958	6041.9	177.7	284.5	2322.8	41343.6
2001	938	5552.6	169.2	304.1	1908.8	41995.9
2002	939	5064.0	142.6	220.3	1748.8	41171.2
2003	945	5462.9	154.9	256.1	1917.3	41388.7
2004	947	5373.0	137.7	274.61	1801.4	40457.6
2005 (Jan.-Aug.)	947	3906.9	102.3	207.8	1556.6	39815.0

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