

GUIDELINES TO EMPLOYMENT EXCHANGES IN TELANGANA

Online Registration for Employment assistance: -

- Any citizen of India is eligible for Registration at an Employment Exchange for assistance in securing Employment/job. There is no necessity to verify the employment /under employment / unemployment status of the applicant.
- The Candidate are eligible for Registration in One Employment Exchange only in the State, where are normal residents of the jurisdiction of the District.
- The Employment Exchange may cause such enquiry of seek such confirmation to prove the residential status of the person in that area or that locality, as may be deemed fit.
- Applicants who are already employed and seeking better employment have be registered only after production of a "No Objection Certificate" issued by the employer.
- No candidate shall be allowed to register at more than on employment exchange.
- The Registration particulars obtained from the candidates are full Bio-data of the candidates seeking employment and the Employment Exchange shall Endeavour to record all vital information about the candidates seeking assistance in the prescribed form.
- The fact that a person seeks Employment Assistance and has registered in the Employment Exchange does not guarantee a job to him and this shall be made explicit to the candidates.
- Any person to be eligible for registration in an Employment Exchange has to be not less than 14 years of age at the time of registration and not more than 45 years of age as on the 1st July of the year of registration.
- Classification of SC/ST/BC candidates shall be done only on the basis of caste certificate issued by the competent authorities prescribed by the Government. The caste particulars once admitted at the time of registration cannot be altered without proper certification of the competent authority as prescribed by the Government.
- The candidates shall be given registration slips (XC-10) on which candidates certify the correctness of the data that is admitted into computer duly signed by the Employment Officer. No manual entry on this registration slip is valid.
- The candidate has to be allotted all the relevant and appropriate NCO codes as per Latest National Classification of Occupations and National

Industrial Classification equivalent to his general educational qualifications, technical or professional qualifications and experience.

- Candidates can be categorized, as priority candidates accordingly to Government Orders from time to time.
- The seniority of the applicant against each qualification shall be reckoned from the date on which he informs the Employment Exchange about such qualification. In respect of M.B.B.S. doctors, the date of passing of the examination shall be taken for reckoning the seniority of registration in that category only.
- The candidate seeking registration shall be advised to keep the Employment Exchange informed of any additional acquired by them subsequent to registration immediately. The date of entry of such qualifications into the records shall be date from which the candidature of the applicants will be considered for posts requiring that qualification.
- The candidates shall be advised to inform the Employment Exchange of any subsequent change in their residential address immediately. The Employment Officer is not responsible for any wrong address noted in the records to the candidates.
- The candidates shall be advised to surrender the identity cards of registration slips (XC-10), the moment they get themselves employed or when they are no longer in need of employment assistance from the Employment Exchange.
- Candidates seeking to record their experience certificates in the Employment Exchanges shall be asked to produce True Copies of their Certificates. The Service Certificate issued by the Act Establishment in organized sector only should be accepted.
- Transfer of registration along with seniority from one Employment Exchange to another is permissible at the request of the candidates. However, the candidates whose records are transferred to another Employment Exchange, shall be in the state of dormancy for a period of 6 months for the purpose of sponsoring from the date of registration at the new employment exchange. This is mainly to ensure that candidates do not seek transfer in order to undue advantage at the new district of registration.

UPDATING of Registrations :

After the registration, a candidate may approach the Employment Exchange for following (5) five types of "Updating of records.

- a. Recording of additional qualifications
- b. Entry of caste certificate, if not already done at the time of registration.
- c. Recording of Experience

- d. Recording of Change of Address
- e. Recording of any other permissible entry necessitated by subsequent acquisition like apprenticeship training, ;language capabilities etc.,

- For every such act of updating, the candidates shall submit a request online to the District Employment Officer, duly quoting his full registration particulars and uploading copy of certificate proposed to be entered by him.
- Since the operations in Employment Exchanges are computerized, it is necessary that the changes in records are entered online and after proper examination and scrutiny by the competent authority as provided in the Web Application. The Commissioner of Employment and Training shall decide the competent authority from time to time.
- After registration, if a candidate acquires or produces additional qualifications then his seniority in that category or occupation shall be counted from the date of uploading of Relevant Certificate.

Renewals:

- Every registrant shall renew his or her registration once in 3 years in the due month or as prescribed by Government which is indicated on his or her registration slip / identity slip, (XC-10) by personally visiting the Employment Exchange or MEE Seva Centers or by his own through online.
- A grace period of 6 months is provided to the candidates; if he fails to renew the registration even during that grace period then his registration shall lapse and shall be removed from the rolls of the Employment Exchange.
- In respect of postal request, a new renewal slip shall be generated and sent to the candidate by post through his self addressed and duly stamped envelope.
- No request for renewal of registration after the expiry of the due month and grace period shall be accepted under any circumstances except as ordered by the Government.