

सत्यमेव जयते



NATIONAL EMPLOYMENT SERVICE MANUAL VOLUME-II

APPENDIXES, FORMS, TABLES & COPIES OF ORDERS etc.

- PART- I : EMPLOYMENT EXCHANGE POLICY AND PROCEDURE**
PART- II : EMPLOYMENT MARKET INFORMATION
**PART-III : VOCATIONAL GUIDANCE AND EMPLOYMENT COUNSELLING
PROGRAMME**
PART- IV : PLACEMENT OF THE PERSONS WITH DISABILITIES



**GOVERNMENT OF INDIA
MINISTRY OF LABOUR & EMPLOYMENT
DIRECTORATE GENERAL OF EMPLOYMENT
NEW DELHI**



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&
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भारत सरकार
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MINISTRY OF LABOUR & EMPLOYMENT
GOVERNMENT OF INDIA
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PREFACE

National Employment Service Manual (NESM) is a manual of instructions, procedures to be followed by all the functionaries of National Employment Service(NES) in India. Day to day administration and over-all control of Employment Exchanges though lies with the respective State /UT Government, yet uniform policy and procedures are prepared at national level by Directorate General of Employment (DGE), Ministry of Labour & Employment in consultation with States/UTs /Employment Exchanges. Such policies, procedures and instructions are provided in the NESM.

The NESM was last revised about 17 years ago i.e. during 2005-06. In the last 17 years, instructions contained on employment exchange procedural matters are revised from time to time based on discussions held with States/UTs/ Employment Exchanges in various meetings. Apart from this, many other developments have also taken place after revision of the last NESM in 2006. One such important development was implementation of National Career Service (NCS) Project as one of the mission mode projects under the umbrella of E-Governance Plan, since 2015. It works towards bridging the gap between demand & supply of employment related services such as career counseling, vocational guidance, skills, jobs, self-employment, etc. by use of technology.

The NESM-2022 also encompasses information about employment generation & employment enhancement activities of the government, online Procedure of NCS Portal and new Employment Exchange Module developed for submission of employment statistics by employment exchanges to DGE for preparation of reports at national level. I am confident that this new version of NESM will help Employment Officers and other officers associated with the working of Employment Exchanges/Career Centres in the country to discharge their duties in an efficient manner.

I appreciate the efforts of the team of officers of Directorate General of Employment (DGE) who strived hard in revision of NESM and making it more expedient for the users.

I am thankful to all the officers of the States/UTs who took pains in providing valuable suggestions & inputs for the revision/updation work of NESM.


27/2/2023
(Dr. Shashank Goel)

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2.	Dr. Shikha Anand	Director (Employment)
3.	Dr. Shailja Singh	Joint Director (Employment)
4.	Shri Jitender Kumar	Assistant Director (Employment)
5.	Shri R. Rubal Kumar	Sub Regional Employment officer
6.	Smt Sunita Chauhan	Junior Computer

**Comments / Suggestions may be sent at Email address:
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NESM VOLUME-II

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NESM VOLUME - II

PART I



EMPLOYMENT EXCHANGE POLICY AND PROCEDURE

Self Employment (To be filled by the candidate interested in Self employment)

1. Are you currently self employed Yes No if yes Specify

2. Loan availed previously for Self Employment Yes No

Bank Name Branch

Defaulter : Yes No

If yes, reason for late payment

Balance amount

3. Are you interested in Self Employment Yes No
 If so desired self Employment

4. Are you or your family member defaulter of any finance institute or bank Yes No

If yes, Bank Name Branch

Outstanding Balance

All the above information is based on my inputs and is true to the best of my knowledge.

Signature

Note : * Furnishing of information to item no. (12&18) will not affect your prospects of obtaining employment through employment exchanges
 ** To be filled by those interested in seeking placement services in the Police Department, Paramilitary Forces/Armed Forces etc.

INDEX CARD

X-I-A

X-10-A

EMPLOYMENT EXCHANGE/CAREER**
CENTRE.....**

FOR OFFICE USE ONLY

IDENTITY CARD

1. Name : (a) Religion
S/D/W of
Date Month Year
2. Date of Birth
3. Address: P.O. Pin Code
4. Height in Cms.
5. Qualifications:-

Illeterate/Literate/8th Pass

Rank/Work Experience

6. Priority
7. Category : SC ST OBC EWS PwD
XS WO TG
8. Month of Renewal
9. Occupation

(a) Recommended
(b) Alternative
10. Regd. No.
11. Date of Registration :

- EMPLOYMENT
EXCHANGE
- Next Renewal Date :
- Registration No.:
- Date of Registration :
- N.C.O.
- Occupation :
- Name :

UNDERTAKING : If any information furnished by me turns out to be false subsequently, my registration may be cancelled.

NOTE : If any information furnished by the applicant turns out to be false subsequently, his/her registration is liable to be cancelled.

**Signature or thumb Impression
of Candidate**

Signature of Issuing Authority

Signature of Issuing Authority

X-1(A Reverse)

INSTRUCTIONS

1. You can renew your card in the month due or in the following month personally or through a messenger.

2. You can also renew through a reply-paid post card in the month it is due indicating your Registration No. and N.C.O. No.

Do not send this Identity Card

If you do not get reply within 30 days, contact the Employment Exchange personally during the following month, failing which your Registration is liable to be cancelled.

FOR OFFICIAL USE ONLY

Record of Submission

O/C No.....	Date of	Remarks
	Submission	

(Signature of Authority)

GREEN STRIPE

<u>INDEX CARD</u>	<u>X-I-B</u>	<u>X-10-B</u>
--------------------------	---------------------	----------------------

EMPLOYMENT EXCHANGE/ CAREER CENTRE

-
To be filled in by the Candidate in his/her own handwriting:
- Name :..... (a) Religion
S/D/W of
 - Date of Birth Date Month Year
 - Address: P.O. Pin Code
 - Height in Cms.
 - Qualifications:-
 Division Graduate Division
Matric /
Hr. Sec. I II III Arts I II III
Inter- Science I II III
Mediate I II III Commerce I II III
 - Subject in the Last Examination:
 - Places where willing to work-within
District/within State/Anywhere

FOR OFFICE USE ONLY

- Priority
- Category : SC ST OBC EWS PwD
XS WO TG
- Month of Renewal
- Occupation NCO
(a) Recommended
(b) Alternative
12. Regd. No.
- Date of Registration :

IDENTITY CARD

- EMPLOYMENT EXCHANGE
- Next Renewal Date :
- Registration No.:
- Date of Registration :
- Occupation:
- N.C.O.
- Name :

UNDERTAKING : If any information furnished by me turns out to be false subsequently, my registration may be cancelled.

NOTE : If any information furnished by the applicant turns out to be false subsequently, his/her registration is liable to be cancelled.

Signature of the Candidate

Signature of Issuing Authority

Signature of Issuing Authority

X - 1 - B (Reverse)

INSTRUCTIONS

1. You can renew your card in the month due or in the following month personally or through a messenger.
2. You can also renew through a reply-paid post card in the month it is due indicating your Registration No. and N.C.O. No.

Do not send this Identity Card

If you do not get reply within 30 days, contact the Employment Exchange personally during the following month, failing which your Registration is liable to be cancelled.

FOR OFFICIAL USE ONLY

Record of Submission

O/C No.....	Date of Submission	Remarks
-------------	--------------------	---------

INSTRUCTIONS TO CANDIDATES FOR FILLING IN THE INDEX CARDS X-1BItem 8,9,10.11.12 & 13

Tick (✓) only the applicable

Item-1 S/D/W stands for Son/Daughter/Wife of

Item-2 Put your date of birth as illustrated

Date of Birth	23	March,	1962	Date	Month	Year
	23			23	03	1962

Item-3 Give Pin Code No. for quick communication.

Item-5 Give qualification with Division in the relevant boxes as illustrated.

If you are II Class B.Sc. with I Division in Matric and II Division in Intermediate, indicate as under:

	Division			Graduate	Division		
Matric/Higher Secondary	I	II	III	Arts	I	II	III
Intermediate	I	II	III	Science	I	II	III
				Commerce	I	II	III

In case no Division is awarded.

I Division : 60% and above.

II Division : 45% and below 60%

III Division : Below 45%

Item-6 Write the subjects in the highest qualifications only.

Item-7 Give names of places where you are proposed to work in case of any limitations

Put your Signatures with date on the undertaking.

X - 1 - C (Reverse)

INSTRUCTIONS

1. You can renew your card in the month due or in the following month personally or through a messenger.
2. You can also renew through a reply-paid post card in the month it is due indicating your Registration No. and N.C.O. No.

Do not send this Identity Card

If you do not get reply within 30 days, contact the Employment Exchange personally during the following month, failing which your Registration is liable to be cancelled.

FOR OFFICIAL USE ONLY

Record of Submission

O/C No.....	Date of Submission	Remarks
-------------	--------------------	---------

INSTRUCTIONS TO CANDIDATES FOR FILLING IN THE INDEX CARDS X-1C

Item 15, 16, 17, 18, & 19 for official only

Tick (✓) only the applicable

Item : S/D/W stand for the Son/Daughter/Wife of

Item 2 – Put your Date of Birth as illustrated

Date of Birth	13 JULY, 2022	Date	Month	Year
		13	07	2022

Item 3 – Give Pin Code No. for quick communication

Item 4 - Give Height in Cms. Weight in Kgs.

Item 5 / Give particulars of Examinations passed from matriculation and above.

Give subjects in each examination alongwith percentage of marks obtained in each subject in the last column.

Item 6 – Give professional or Technical Qualifications including Apprenticeship Training undergone.

Item 7 – R stands for Read, W stands for Write, S stands for Speak.

Item 8 – Give broad category like teaching, research, production administration etc.

Item 9 – Give total emoluments.

Item 10 & 11 – Strike off which is not applicable.

Item 12 – Give names of places where you are prepared to work in case of any limitations,

Put your signature with date on the undertaking.

1.(i)Order No. 1(ii) Unique vacancy number	2. Order how notified Phone, letter etc. Date..... Time Ack'd	3. Type of Vacancy-Rly. /State Govt. etc.	4. No. of vacancies			5. N.C.O. No.
			Notified	Filled	Cancelled	
6. Employer's Name , Address & Telephone No. etc		7. Types of workers required with details of precise nature of work and experience/qualifications necessary.				
8. Name and designation of person to whom workers should report and when.		9. Place of work and nearest Rly. Station	10. Duration of job.	11.Rate of Pay, Dearness Allowance, Overtime Rate etc.	12. Other relevant details (e.g. Hours of work, facilities for food stuffs, housing, transport leave, etc.)	
13. Follow up		14. Circulation action.			15. Reasons for transfer to Dead Order Register Date..... Initials.....	
		Notified to	Method	Date		
		Circulation cancelled Date.....Initials.....				

RECORD OF SUBMISSIONS

16. Registration No.	17. Name of applicant	18. N. C.O. Code	19. Category	20. Date and method of submission .	21. Result and Remarks (If engaged, indicate Pay/ if not engaged, give reason)	22. Statistical Extraction

X-2 A

Order No,..... N.C.O. No..... Registration Numbers of applicants to whom Call letters have been issued

**X-10(Candidate Registration Slip)
(for computerized registration)**

1. Registration Number:	2. Renewal Due: Between
3. Date of Registration:	4. Date of Birth
5. Name:	
6. Address:	
7. Caste/Category:	8. Height (in cms):
9. Priority:	
10. Type of Disability & Percentage	
11. Qualification Details	

Examination Passed	NCO	Entry Date	Medium	% age	Subject(s)

12. Details of Experience:

Organisation	Post Held	Duration		Total Months
		From	To	

13. Office Address:

Signature of Candidate

Registration Officer's Signature and Seal

X-13

INFORMATION CONCERNING ARRANGEMENTS FOR APPRENTICESHIP TRAINING

1. Name and Address of Undertaking/ Establishment

1. Employment
Exchange/**CAREER CENTRE**

2. Central/State/Private Undertaking

2. Date of Reporting

3. Whether hostel facilities available Yes/No

Trade in which training given	Duration of training	Admission requirements			Stipend if any	No. of Apprentices being trained every year	Maximum number that can be trained during a year	Method of selection by interview/ test	Last date of application for admission	Date of commencement of admission	Nature of award on completion of trg. (Certi./Diplo ma etc.)	Facilities for related instructions (evening classes, theoretical teaching, allied courses etc, if any)	Any Other information
		Age Limit	Educational / Technical qualifications	Any other condition									
1	2	3	4	5	6	7	8	9	10	11	12	13	14

X-16

To _____

From _____

Date

(Signature)
Employment Officer

Details of the undermentioned vacancies are forwarded for the necessary action

Sl. No.	(a) Vacancy Exchange (b) Order No. (c) Unique vacancy No.	(a) Designation of post or trade. (b) N.C.O. Code (c) Number of vacancies	(a) Name and address of the employer (b) Place of work (c) Place of interview	(a) Qualification (Educational and Professional) (i) essential (ii) desirable (b) Age limits, if any (c) Experience (state minimum period) (d) Precise nature of duties	(a) Duration (b) Pay/Wages (c) D.A (Specific amount to be mentioned) (d) Other allowances in cash or kind (e) Probationary period if any and pay and allowances during that period. (f) Provision, if any for pension/Provident fund (g) Hours of work, hoildays, shifts, prom otional opportunities (h) T.A	(a) Housing facilities (b) Living conditions at the place of work (c) Educational facilities and medical facilities at the place of work	Remarks
1	2	3	4	5	6	7	8

Serial No.....

VACANCY CLEARING

To
.....

From
.....

Information regarding amendments to the under mentioned vacancies is forwarded for necessary action.

Signature.....
Designation.....
Date.....

Serial No. of Vacancy/ Unique Vacancy number /Date on which notified on X-16	NCO Code No.	Order No.	Amendments(Change in terms and conditions/ filling / cancelling)	Remarks
1	2	3	4	5

Note: CEE and R.E.C.Os should serially number each copy of X-17 that they issue. A fresh series should be opened for each calendar year. When used by vacancy Exchanges the Serial No. will be left blank.

(X-18)

VACANCY CLEARING

To
.....
.....

From
.....
.....

Information regarding amendments to /Cancellation of/filling of the under mentioned vacancy/vacancies is forwarded for necessary action.

Signature.....
Designation.....
Date.....

Serial No. of Vacancy on X-16/ Unique Vacancy number.	NCO Code No. & Order No	Amendments to particulars relating to vacancy	No. of Submissions made	RESULTS		Whether continued circulation required	Remarks
				No. of vacancies filled (giving name of Exch. by whom filled)	No. of vacancies cancelled with reasons		
1	2	3	4	5	6	7	8

(X-42)

Government of

Directorate of Employment

Ref. No.....

-----Exchange/**CAREER CENTRE**

Dated :

Dear Sir,

We have received vacancy(ies) from _____

(Name and address of the employer) the details of which are as follows:-

1. Post
2. Scale of Pay
3. Place of Work
4. Duration of Job
5. Whether Govt. or Private
6. Any other detail

Your particulars have been forwarded to the employer.

Please acknowledge this communication and inform this office whether or not you are interested in this post. If no reply is received within days, it will be deemed that you are not interested in employment assistance in which case your registration will be lapsed. It will not be revived unless a satisfactory explanation is received from you.

Yours faithfully,

Employment Officer/

By **POST CARD/Email /Others**

(X- 43)

FIRST/ SECOND _____ CALL NOTICE

Government of

Directorate of Employment

.....Exchange/**CAREER CENTRE**

Date.....

Registration No..... NCO.....

(please quote these number whenever you write to this Office).

Order No.....

Employment Exchange NCO.. No.....dated.....

Dear Sir/Madam,

We have received vacancy(ies) from

_____ (name and address of the employer) the details of which are as follows:

- (i) Post
- (ii) Place of Work
- (iii) Scale of Pay
- (iv) Any other details.....

You are requested to call at this Office on (date) at (time) in order that you may be considered against the vacancy(ies).

Please bring with you your Certificate/testimonials, etc. in support of your qualifications, age, experience, etc. and also your registration card and this notice. Please note that no travelling expenses are payable in connection with this request. You are unable to report to the Exchange, please inform this Office immediately. Failure to attend without adequate reasons on two consecutive occasions may lead to your registration being cancelled.

Yours faithfully,

Employment Officer

To,

.....
.....

(X-45)

Government of

Directorate of Employment.....

Employment Exchange./ **CAREER CENTRE**.....

Phone No.

Grams.

Order No.

N.C.O. No.

Unique Vacancy Number.....

Dated :

Subject : **Demand for**

Dear Sir,

We acknowledge with thanks your letter No.....

..... dated20 . We are taking

immediate action to comply with your requirements.

Yours faithfully,

Employment Officer,

To,

.....
.....
.....
.....

From

The Employment Officer,

Employment Exchange,

.....

(X-46)

Government of

Directorate of Employment

Employment Exchange/**CAREER CENTRE**

Dated :

Registration No.....

NCO.....

(please quote these number whenever you write to this Office).

Dear Sir/Madam,

A vacancy for a at Rs.
.....per day/per mensem exists with.....

Other conditions of services are as follows :-

1. As you seem to be suitable for this vacancy, you are requested to present yourself for interview on(date) at(time) to(name of employer).
2. If you are unable to appear for interview, please inform this office immediately. Failure to attend without adequate reasons **or information** may lead to cancellation of registration.
3. Please note that no travelling expenses are payable in connection with this interview.

Yours faithfully,

Employment Officer,

To

.....
.....

X-47

Government of

Directorate of Employment

Employment Exchange/**CAREER CENTRE**

No.

Dated :

To

Dear Sir/Madam,

Kindly refer to your letter

No.....
Telephonic/**Other(specify)** Communication* dated
requesting that Mr./Mrs./Miss.....
should be submitted against the vacancy for
.....notified to this office in your
.....

2. As you are probably aware it is a fundamental principle of the National Employment Service that only the best qualified applicants available should be submitted against notified vacancies provided that other things being equal applicant having seniority or registration should be given the first chance of re-employment. I am accordingly instructed by the Directorate General of Employment to say that your request in respect of Mr./Mrs./Miss..... would be considered only if he/she is found eligible in accordance with this principle. We hope we shall have your fullest co-operation in this matter.

Yours faithfully,

.....Employment Officer

*Strike off, if not applicable

X-49

Government of

Directorate of Employment

Employment Exchange/**CAREER CENTRE**

No.

Dated :

NON-AVAILABILITY CERTIFICATE

Reference your #.....(**Unique vacancy number**) .notifying(Number) vacancies of (type of vacancy) . It is certified that at present moment no suitable applicant is available with the Employment Exchange for submission against this/these vacancy/vacancies. There is, therefore, no objection to the vacancy/vacancies being advertisement or filled direct under the same terms and conditions. The full particulars of the person(s) appointed by you , i.e. name(s), qualifications, age(s) experience, etc. should however, kindly be intimated to this Exchange as soon as the vacancy/vacancies is/are filled.

The non-availability certificate is, however, valid only for 6 months and if the vacancy/vacancies remain unfilled at the end of this period they should be freshly notified in accordance with the instructions of Government (The Ministry of Home Affairs Memo No.F/71 93/56-CS(C), dated the 5th May, 1956) so that if some applicant have become available in the meantime they may be sponsored.

To assist us in meeting your demands for future vacancies and with a view to reducing the number of occasions when non-availability certificate(s) have to be issued, it will be appreciated if whenever, applicants mistakenly apply direct to you for employment they are directed to register themselves at the nearest Employment Exchange. This action if taken regularly, will ensure that both the persons known to the employment service and those known to the employers become available when employment opportunities occur.

.....Employment Officer

To

Insert which is appropriate from the following:

1. **Letter No./email /other(specify)**..... dated
2. Memo No.dated
3. Telephonic Communication on(date)

(X-52)

Government of

Directorate of Employment

Employment Exchange/**CAREER CENTRE**

No.

Dated :

To,

.....
.....
.....
.....

Dear Sir/Madam,

Kindly refer to your letter/Memo. No.....
dated notifying a demand for
..... where in you have indicated that reference in
submission should be given to.....I may be permitted to bring to
your notice that such discrimination between applicants is ultra vires of articles 16(2) of
the Constitution. I propose, therefore, to proceed on the assumption that you would be
agreeable to the exchange recommending applicants solely on the basis of their suitability
for the vacancies in question, without taking other extraneous factors into primary
consideration.

Yours faithfully,

..... Employment Officer,

(X-58)

Phone.No.....

Grams. Government of

Order No..... Directorate of Employment

Unique Vacancy No.

Occupational Employment Exchange/**CAREER CENTRE**
Code No.....

No. Dated :

Dear Sir/Madam ,

Thank you for your letter No.....
dated.....notifying a demand for

Particulars of suitable applicants are enclosed. You may consider all applicants and call them for test/interview. Results of selection may kindly be communicated to this office at an early date. A copy of the list may please be returned along with your remarks against each candidate.

Yours faithfully,

.....Employment Officer,

To,
.....
.....
.....
.....

Phone. No.....

Email: Government of

Directorate of Employment

Employment Exchange/**CAREER CENTRE**

No. Dated :

Dear Sir/Madam,

The applicants whose particulars are given in the attached list were submitted to you against your demand for _____
Notified in your letter No _____ dated _____ 20.....
To enable this office to complete its records, you are requested to complete the necessary entries in the list and return it to this office at your earliest convenience.

2. Please also state whether you want this office to send particulars of more candidates against the vacancies and if so, date and time of interview may also be communicated.

Yours faithfully,

_____ Employment officer

To

To

_____ Employment Exchange/**CAREER CENTRE**

_____ Ref No. _____.

_____ Dated _____

With reference to your Order Card No. _____ bearing N.C.O. No. _____ the following is the result of your submissions

Name of Applicant	Registration No and N.C.O. No.	Date of submission	Whether engaged Yes or No	If not engaged reasons e.g. "Did not report*" "Unsuitable/suitable, but did not agree to terms"

2. More applicants should be submitted Yes/No _____ (date) _____ time.

Dated _____ 20.....

(Signature of Employer)

*Please state reasons for unsuitability and give your exact requirements so that future submission may conform to your requirement.

[---]

(X-62)

Registration No. N.C.O. No. _____ (Please quote these numbers whenever you write to this office.)

Employment Exchange/District Employment Office /**Career Centre***

Dated _____.

Dear Sir/Madam,

Reference your letter dated _____ you have been registered for employment assistance and allotted the Registration No. and N.C.O. No. given above.

Enclosed is the Identity Card. Please read the instructions given on the reverse for renewal of your registration.

Yours faithfully,

_____Employment Officer

To

*Delete inapplicable item

(X- 63)

RECORD OF REGISTRATION

Registration Number	Name and Address	Date of Birth	Category SC/ST/ OBC/ PwD /XS/ EWS, etc.	Rural/ Urban	NCO Code No.	Qualification in brief	Date of transfer to Dead Register with Reasons	Remarks
1	2	3	4	5	6	7	8	9

(X-64)

VACANCY ORDER REGISTER

Order Card No.	N.I.C No.	Name and address of employer	Sector C.G, S.G, C.Q.G., S.Q.G., L.B., Pvt.Act. Pvt.N.A.	Trade or Occupation N.C.O.	No of vacancies notified	Reservation if any (SC,ST, OBC,Ex-S, PwD/ EWS etc.)	No of Submis-sions made with date	No of vacancies filled	No. of vacancies cancelled with reasons		Date trans-ferred to DOR	Remarks
									NAC	Other reasons		
1	2	3	4	5	6	7	8	9	10	11	12	13

(X-66)

GOVERNMENT OF _____
Directorate of Employment.....
EMPLOYMENT EXCHANGE***CAREER CENTRE**

Tel No. _____.

_____.

Tel. Address _____.

_____.

Email _____

Date _____

Dear Sir/Madam,

On the reverse are details of the qualification and experience of *Mr. /Mrs./ Miss. _____ who is registered at this office. You may wish to consider employing the applicants whose qualification and experience appear to be of the type normally required by you.

2. If you wish to interview/engage this applicant this office will make the necessary arrangements on receipt of your instructions.

Yours faithfully,

_____Employment officer.

To,

_____.

*Delete inapplicable item.

DETAILS OF APPLICANT

Name _____

Age _____ Regn. No _____ N.C.O. No. _____

Trade/Occupation _____

Religion _____ Caste _____

Details of educational qualifications:

(a) General:

(b) Technical:

Details of apprenticeship:

Name of firm	Nature	Period

Employment record:

Employer	Occupation	Period of employment	
		From	To

Details of any special experience or qualifications:

(X-67)

GOVERNMENT OF.....

EMPLOYMENT EXCHANGE/**CAREER CENTRE**.....

Dated.....

Name of applicant.....

Regn. No.....N.C.O. No.....

Please note that the secondary registration relating to the above named applicant should be :-

(1) Amended to read :-

*(a) His Postal address as.....

.....

*(b) The area(s) in which he is prepared to accept employment as.....

.....

(2) Removed from the Live Register because:-

*(a) He has been placed in employment with.....

.....

*(b) He has found work with.....

of.....

*(c) He has failed to renew his registration.

*(d) He is no longer in need of employment assistance.

.....Employment Officer.

To

.....

.....

* Delete inapplicable entries.

GOVERNMENT OF
EMPLOYMENT EXCHANGE/**CAREER CENTRE**.....

Dated the.....

No.

Sub : Demand for

Ref : Your letter No.....dated.....

It is regretted that in spite of all possible efforts it has not been possible to meet your demand because no more applicants of the type required by you are available with this Exchange and with other Exchanges to which this vacancy/these vacancies was/were circulated.

It is felt that further efforts on our part will not yield any results. We, therefore, presume that we have your permission to treat the vacancies as cancelled.

.....Employment Officer.

To

.....
.....
.....

(X-75)

GOVERNMENT OF

EMPLOYMENT EXCHANGE/**CAREER CENTRE**

NO.

Regn. No.....

Dated.....

To

.....
.....

Dear Sir/Madam,

Information has been received from.....
.....that you have been selected for the post of
.....The employer requires you to report for duty
at..... by..... You are requested to join duty by the above
date. Intimate the fact to this office and return you Registration Card.

Yours faithfully,

Employment Officer

Copy to the
with reference to his letter No.....
Dated.....for information and necessary action.

(X-76)

Government of

Employment Exchange
/ **CAREER CENTRE**

_____.

Dt. _____

Ref. No.

Subject: Verification of service Record of Shri/Smt/Kum _____
NCO Code No. _____

Dear Sir/Madam,

Given below are some service particulars of the above named applicant who claims to be an ex-employee of yours and who is now registered with us for employment assistance. It is requested that his service record may please be examined and this office informed whether the particulars (which have been given by him) are correct. A confidential report may also kindly be sent regarding his work and suitability.

Date or year of birth _____
Post(s) held _____
Period(s) of service from _____
Pay allowances drawn _____
Reason(s) for termination of service _____
Remarks _____

Kindly treat this as urgent

Yours faithfully,

Employment Officer

To, _____
_____.

(X-78)

GOVERNMENT OF

EMPLOYMENT EXCHANGE/**CAREER CENTRE**

Regn. No.....N.C.O.....

(Please quote these numbers whenever you write to the Employment Exchange.)

Ref. No.....

Dated.....

Dear Sir/Madam,

As a result of the submission by this office, we are informed that you were offered by.....(name of employer) the post of..... Since you apparently declined the offer after giving your willingness in writing to be submitted against the vacancy, it is presumed that you are no longer in need of employment assistance. You will, therefore, not be considered for further submissions.

Please note that if a satisfactory reply stating your reasons for declining the offer is not received by(dated), your Registration will be cancelled.

Yours faithfully,

Employment officer

To.....

.....

.....

(X-78 B)

Speed Post/Email/Others(specify)

GOVERNMENT OF

EMPLOYMENT EXCHANGE./ **CAREER CENTRE**.....

Regn. No.

N.C.O.

(Please quote these numbers whenever you write to the Employment Exchange)

Ref. No.

Dated :

It has been observed from your registration records, that you were called by this office twice on.....and.....for consideration against vacancies for which you were prima-facie suitable and it appears that you failed to report on both the occasions/that you declined three times offer of submissions without satisfactory reasons. It is, therefore, presumed that you are no longer in need of employment assistance.

If, however, a satisfactory reply stating your reasons for non-responding to our call letters/decline offer of submission is not received by.....(date), your registration will be cancelled and efforts to provide employment assistance to you will be discontinued.

Yours faithfully,

Employment Officer

To

.....
.....

(X-79)

GOVERNMENT OF.....

Employment...Exchange/**CAREER CENTRE**.....

Dated.....

Dear Sir/Madam,

With reference to your letter dated.....you are requested to call at this office on any working day between.....hours. Please bring with you the originals or copies(attested by a Government Gazetted Officer) of your certificates regarding qualifications, experience, etc. A personal interview with you will enable this office to correctly record your qualifications, etc., and to acquaint you with the vacancy position.

Please note that no travelling expenses are payable for the journey.

Yours faithfully,

.....Employment Officer.

To

.....

From

The Employment Officer,
Employment Exchange,
.....

(X-80)

GOVERNMENT OF.....

EMPLOYMENT EXCHANGE/**CAREER CENTRE**.....

No.

Dated the.....

MEMORANDUM

Subject

Reference : Your letter No.....Dated.....

....

Particulars in respect of.....candidates are forwarded herewith in triplicate for onward transmission to the employer for consideration against the above demand. To provide safeguard against bogus list one of these lists may be duly signed and sent to the concerned Employment Exchange.

The result of selection may please be intimated on the second list to this office in due course.

Employment Officer.

To

.....

.....

(Enclosure to X-80)

Particulars of applicants for the post of

.....Employment Exchange/**CAREER CENTRE**

.....

Order No.....

Unique Vacancy No.....

N.C.O. No.....

Serial No.	Name of applicant	Age/Date of birth	Regn. No. & N.C.O. No. of applicant	Postal address of the applicant	Educational, Technical Qualifications/ Skills (from Matric onwards showing divisions/classes and marks, if available)	Special qualifications and experience	Priority, group, if any, to which the applicant belongs
1	2	3	4	5	6	7	8

(X-82)

Government of

Employment Exchange./ **CAREER CENTRE**.....

Dated

To

.....

.....

Dear Sir/Madam,

Reference your letter No.....
Dated.....notifying vacancies for.....

The names of suitable applicants who have been directed to you will be found in triplicate on the attached lists. To provide safeguard against bogus list one of these lists may be duly signed and sent to the Employment Exchange. After you have made your selection, second list may kindly be returned to this office after completion of column 6 and also items 2 and 3 at the bottom.

The identity card (Form X-10) of the applicant may please be collected from the candidate and returned to the Employment Exchange, if you have engaged him/her.

Yours faithfully,

.....Employment officer.

(X-83)

For Office Use

Order No.....

Unique Vacancy No.....

Dated.....

List of applicants submitted on.....to.....

Under cover of letter No.....No.X-80/X-82 Dated.....

Serial No.	Regn. No. & applicants name with father's name if necessary	Age and N.C.O.	Particulars, Experience & qualifications	Priority, category, if any	If engaged, kindly state pay, if not please give reasons
1	2	3	4	5	6

*

1. All vacancies have now been filled

Yes/No

2. Vacancies are still outstanding

Yes/No

3. Further applicants should be submitted

on athrs.

*Delete what is not required.

GOVERNMENT OF

EMPLOYMENT EXCHANGE/**CAREER CENTRE**.....

Subject : Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 –
Notification of vacancies and rendering of returns.

Dear Sir/Madam,

I am directed to say that the Employment Exchanges(Compulsory Notification of Vacancies), Act(31 of 1959) came into force with effect from 1st May, 1960. Under Section 4(2) of the Act, the Government ofhas prescribed..... as the date from which vacancies should be notified to the Employment Exchange under the provisions of the Act videGazette Notification No..... Dated.....

2. Under the provisions of the Act, you are requested to notify all types of vacancies covered by the Act occurring in your establishment to this Employment Exchange and also render quarterly/biennial returns as prescribed. A copy of the form in which the vacancies are to be notified and copies of forms, ER I and ER II for submission of returns under Rule 6, are enclosed for your information. A copy of the Employment Exchange (Compulsory Notification of Vacancies) Rules, 1960 which appeared in the Gazette of India Extraordinary dated 26.4.1960 vide Notification No. G.S.R. 477, can be had from the Manager, Government of India Publication, Civil Lines, Delhi 54, or from any authorised dealer of Government of India Publications/ **Can be seen at the website/Web portal..... at URL...../is enclosed with the email..**

Yours faithfully,

Employment Officer.

To

.....

.....

(X-87)
(First Reminder)

GOVERNMENT OF

EMPLOYMENT EXCHANGE/**CAREER CENTRE**.....

Subject: Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959-
rendering of returns.

Dear Sir/Madam,

Please refer to this Office letter

No.....Dated.....

.From the records available in this office, it appears that the quarterly/biennial return for the quarter/period ended.....in respect of your establishment has not -{ as required under the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960,} been received in this office so far. I am to request that the same may kindly be sent to this office within 10 days of receipt of this letter.

Yours faithfully,

.....Employment Officer

To

.....

.....

.....

(X-88)
(Discrepancy letter)

GOVERNMENT OF

EMPLOYMENT EXCHANGE/**CAREER CENTRE**.....

Subject : Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959-
Omissions/Discrepancies in returns.

Dear Sir/Madam,

Please refer to your letter No.....
datedforwarding the quarterly/biennial return for the
quarter/period ended.....

On going through the return and our records, the following omissions/
discrepancies appear to have occurred:

- (i)
- (ii)
- (iii)
- (iv)

It will be appreciated if the above discrepancy/discrepancies can be reconciled.

Yours faithfully,

Employment officer

To

.....
.....
.....

(X-89)

(Second Reminder)

GOVERNMENT OF.....

EMPLOYMENT EXCHANGE/**CAREER CENTRE**.....

Subject : Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959-
rendering of returns.

Dear Sir/Madam,

Your attention is invited to this office letter No.....
dated..... It is noted that the return in respect of your establishment for the
quarter/period ended..... has not been received in this office so far. I am to
request you, therefore, to kindly despatch the return by return of post/through
email/online.. I am to point out that failure to furnish the return will attract penalties
provided under Section 7(2) of the Act.

Yours faithfully,

Employment Officer,

To
.....
.....
.....

No. DGET-U-11011/10/2013-EE-I
Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training

3/10, Jam Nagar House,
New Delhi-110011.

Dated: the 3) March, 2014

To

Labour Secretaries/ Secretaries dealing with employment in all States/UTs

Subject: Recommendations of the Working Group for establishment of a National Career Service.

Sir,

I am directed to say that a group was constituted vide order of even number dated 12th November, 2013 to look into various issues related with modernization of National Employment Service (NES) and converting into a National Career Service (NCS). The first meeting of the Group was held on 03rd December 2013. After elaborate discussions and careful consideration of various aspects, it was decided to constitute the Sub-Groups to further examine various issues involved and make appropriate recommendations. After that Meeting of first Sub-Group Working Group on NES Business Process Reengineering was held on 09th January 2014 and Second meeting of Sub-Group on Service delivery for NCS was held on 29th January 2014. Recommendation/suggestions made by the Working Group and sub-groups were discussed in the meeting of Labour Secretaries held under the chairmanship of Secretary (L&E) on 31-01-2014 at New Delhi.

Now the final recommendations of the Working Group for establishment of a National Career Service are enclosed herewith for necessary action please.

Kindly acknowledge the receipt.

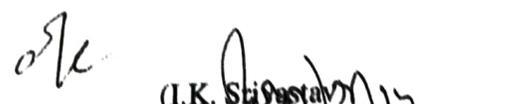
Yours faithfully,



(I.K. Srivastava)
Director of Employment Exchanges (I/c)
Telefax-23073911/23386737

Encls: As above

Copy to: - Commissioners/Directors of Employment of all States/UTs



(I.K. Srivastava)
Director of Employment Exchanges (I/c)
Telefax-23073911/23386737



RECOMMENDATIONS OF THE WORKING GROUP FOR ESTABLISHMENT OF A NATIONAL CAREER SERVICE

30th January 2014

Directorate General of Employment & Training
Ministry of Labour & Employment, Govt. of India
Shram Shakti Bhawan, Rafi Marg, New Delhi-1

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1 Introduction

Ministry of Labour & Employment, Government of India, vide its O.M. No. DGET-U-11011/10/2013-EE-I dated 12th November 2013 and 2nd January 2014 constituted a Working Group for improving the performance of National Employment Service and re-engineering it in to a modern National Career Service.

1.1 Composition of the Working Group

A group was constituted vide order of even number dated 12th November, 2013 to look into various issues related with modernization of National Employment Service (NES) and converting it into a National Career Service (NCS). The first meeting of the group was held on 3rd December, 2013. After elaborate discussions and careful consideration of various aspects, it has been decided to constitute a Working Group and two Sub-Group, one with State Government Officials and other with Private players to further examine various issues involved and make appropriate recommendations. The Working Group shall examine the entire process flow of the National Employment Service, and recommend appropriate changes to improve utility, accessibility, and efficiency of the Service. The composition of the Working Group and respective two Sub-groups on NES Business Process Reengineering are attached in **Annexure-I (A/B/C)**.

2 Terms of Reference of the Working Group

The terms of reference of the States Sub-Group are as follows:

- a) Review and revise existing forms, returns etc. of NES to meet the requirements of NCS;
- b) Simplification of information and process flows in NES;
- c) Identifying better ways of engaging job / training aspirants and citizens by providing easier interaction windows, simplified registration processes, and technology integration such as SMS gateways and call centers etc.

- d) Identifying ways of improving notification of vacancies by engaging industry and private players, and developing better and transparent matching algorithms to increase placements;
- e) Identification of problems / challenges in implementation of the changed processes and identification of capacity building requirements;
- f) Examining IT infrastructure availability in States and assessing requirements for integration with the proposed NCS Portal;
- g) Any other related matters.

The terms of references of the Private Players Sub-Group are as under:

- a) Identify and suggest services including value added services that the NCS may offer and associated modalities;
- b) Identify various delivery channels for offering and rolling out these services to cater to the needs of stakeholders;
- c) Examining partnership avenues with Private Service Providers for various aspects such as data sharing, process expertise and best practices sharing, and other positive synergies with National Career Service;
- d) Working out an engagement model and other modalities of partnering with the Private Sector Providers including consortiums with proposed National Career Service;
- e) Any other related matters.

3 Meetings of the Working Group

The Working Group held two rounds of meetings to deliberate on the items identified under its terms of reference as follows:

3.1 Meeting of the Working Group

The first meeting of the Working Group was held at New Delhi on 3rd December 2013 as a result of which two Sub-Groups have been constituted as follows.

3.2 Meeting of the State Sub - Group

The first meeting of the State Sub Group was held at New Delhi on 9th January 2014 and their recommendations on revising the reporting forms have been drafted

3.3 Meeting of the Sub-Group on Private Players' Involvement

The first meeting of the Sub Group was held at New Delhi on 29th January 2014 and the draft recommendations on involvement of private players are being drafted.

The following section presents the recommendations made by the Working Group.

4 Recommendations of the Working Group

4.1 General Recommendations

After discussion and deliberation on the need for modernising the existing system under the National Employment Service and its metamorphosis to National Career Service, it was **general agreement** on the following issues/areas:

4.1.1 The Group agreed that there was a need to leverage the advances and developments in Information Technology to improve the delivery of services by establishing a National Career Services Portal to facilitate registration of job-seekers, posting/notification of vacancies by employers and flow of information across stakeholders.

4.1.2 The Group agreed that there was also an urgent need to change/modify/revise the existing forms and reporting system to make it more relevant to the requirements of the employment market. The details are in the Specific Recommendations section 4.3.

4.1.3 The Group agreed that there was a need to widen the basket of services being offered under the network of employment exchanges and use IT enabled services (ITeS) for better delivery of products and services.

4.1.4 The Group agreed that the National Employment Services Manual (NESM) and the National Classification of Occupation (NCO) would need revision to incorporate the re-engineered processes recommended by this Group. NCO revision process has been detailed in section 4.2.5

4.1.5 The Group agreed that better synergies and networking with private players and portals need to be factored in while establishing the National Career Service.

4.1.6 It was agreed that both the Centre and States would identify multiple delivery channels such as Common Service Centres (CSCs), PRIs, public utility offices etc for making available services under the National Career Services and backed by a dedicated multi-lingual Help Desk/Call Centre accessed through a national Toll Free number.

4.2 Specific/Detailed Recommendations

In addition to the General Recommendations agreed on by the Working Group, the following specific recommendations were also agreed on by the Group and it was decided that these will be incorporated in the architectural design of the National Career Service.

4.2.1 *Verification of documents*

The present system envisages a job-seeker to have his documents verified at the corresponding Employment Exchanges. A few States raised their concern on how these documents will be physically verified through the portal to ensure credibility of the data on the system. The verification of documents and physical appearance of registrants was also linked with various guidance / career counseling activities provided at the

Employment Exchanges. Some States were of the opinion that verification of documents may be done away with by Employment Services and could be left to the employers offering them jobs.

Recommendation: It was recommended that the NCS will have separate sets of data, one part of which is “verified” and the other in the category of “not verified”. Employers would be given separate lists of job-seekers with verified and non-verified credentials based on the requirement of the post. It was also recommended that verification of documents can be done by authorised offices and institutions of Central and State Governments like Employment Exchanges, Government ITIs etc. Suitable instructions will be issued to stakeholders and they will be given access rights on the portal for verification of documents/credentials.

4.2.2 Migration of Job-seekers across States

A few states were concerned on the issue of mobility of job-seekers within and across States and how inter-se seniority between existing and migrant job-seekers would be maintained using the portal.

Recommendation: It was recommended that the revised system will have separate fields in the registration form for domicile information and preferred choice of State for placement. Inter-se seniority will be maintained as in the existing system, i.e. based on year of registration.

4.2.3 Notification of Vacancies and providing relevant search facilities for Job-seekers and Employers

The States expressed concern on how the employers will be given access to the database of job-seekers and whether such access might vitiate the initial vacancy

notification process as they may change the basic qualifications for the position/vacancy post hoc.

Recommendation: It was recommended that the proposed system should have appropriate fields for facilitating search on the database using multiple parameters to be decided and notified first. Any changes in the basic qualifications would be deemed to be a re-notification of the vacancy and the process re-initiated.

4.2.4 State-specific requirements

The States were concerned about the national portal's capability of handling state-specific activities and fields like reservation category, unemployment allowance etc and related reports emanating from the portal to meet the state's requirements.

Recommendation: It was recommended that the proposed system will have appropriate fields for facilitating state-specific interventions to be incorporated, however, the states will be responsible for implementation of these specificities.

4.2.5 Revision of NCO codes:

The current version of Indian National Classification of Occupations (NCO) was developed in 2004 by the Directorate General of Employment & Training, based on the International Standard Classification of Occupations 1988 (ISCO-88). ISCO-88 is a classification scheme adopted by the International Labour Organization (ILO), which was suitably modified for the Indian conditions. Although the labour market realities have changed significantly, the NCO codes have not been revised or updated as per the current employment trends.

Recommendation: A professional agency is being engaged by the DGE&T for this task. It is recommended that this be put on a fast-track mode. In addition,

comments are also requested from States on the proposed revisions. Once the NCO codes are revised, it shall be incorporated in the portal to map relevant employment services as well as act as an indicator of future employment opportunities.

4.2.6 Other important recommendations for the National Career Service (NCS)

In addition to the above, the Working Group has also made the following recommendations for the processes under the National Career Service:

- a) Applicants and employers will be able to register, post job vacancy notifications, update & modify their credentials online from anywhere without visiting EEs.
- b) Verification of documents of job-seekers may be made optional. Separate datasets of job-seekers will be provided to the employers: (i) verified (ii) not-verified. Those job-seekers, who get their certificates/documents verified from the Verifying Authorities/Institutes (to be notified by the Government) like Employment Exchanges, etc, would be put under "verified" category and others in "un-verified category".
- c) The Central and State Government will identify authorities and institutions for verification of documents in addition to Employment Exchanges.
- d) Registered employers will be allowed access to job-seekers' data only after notification/uploading the vacancy on the portal with a pre-defined criteria of selection.
- e) The NCS portal shall act as a common forum wherein each partner will be able to reach out to the target group with the help of sharing their data and information. Database integration with private players like monster, babajobs, etc shall provide enhanced, effective and efficient employment services to job seekers and employers.
- f) Multi-lingual Call Centre/help-desk may be provided for NCS portal with a 24x7 accessibility. Candidates and establishments will also be able to register, update & edit their information through these Help Desk/ Call Centers.

- g) Different delivery channels for providing employment services will be identified and used. Provision of employment related services through multiple delivery points like e-PRI, CSCs, e-Kiosks, other government offices, etc. as per their requirement may be made by the respective government.
- h) Computerized system will be able to generate and send dynamic online reports as per requirements. States may identify MIS reports required by them and important processes that may be followed in the revised process/system.
- i) For providing guidance and career counseling services, NCS will have some distance education modules and online provision for psychometric tests, etc.
- j) Training needs will be Identified and provide for Change Management & Capacity Building requirement of stakeholders.
- k) States/areas not having IT systems can directly use national portal facilities

4.3 Revision of Reporting Forms

4.3.1 Input Forms:

The Group recommended that the following forms will be used for inputs to the national portal:

SI No	Form No	Description	Remarks
1.	NCS/J/101	Candidate Registration Form for Job-seekers	To be filled by prospective candidates while registering
2.	NCS/J/102	Candidate Renewal Form	To be filled by already registered candidates while renewing their application
3.	NCS/E/501	Employer Registration Form	To be filled by prospective employers while registering
4.	NCS/E/502	Vacancy Notification Form	To be filled by registered employers while notifying job vacancies.
5.	NCS/E/504	Interview Invitation Form	To be filled by employers for calling selected candidates for an interview round
6.	NCS/E/505	Job Offer Letter	Candidates may accept or reject the job application via this form.
7.	NCS/M/601	Employer Return	To be filled by registered employers annually informing about their

			current staff/employee details.
8.	NCS/S/701	Candidate Search Form	Employers will be able to view the entire candidate's profile as per the job notification/criteria entered earlier.

These forms will replace the existing set of forms as indicated below:

Requirement	Existing Forms in NES Manual	Revised Forms	Annexure
Candidate Registration	X-1: Page (1-3), Vol II, NES Manual X-1A: Page (5-6), Vol II, NES Manual X-1B: Page (7-9), Vol II, NES Manual X-1C: Page (10-12), Vol II, NES Manual X-66(2): Page 35, Vol II, NES Manual X-83: Page 46, Vol II, NES Manual	Candidate Registration Form NCS/J/101	Annexure II 1
Renewal of Candidate Registration	X-1, X-1A, X-1B, X-1C (just 2 fields are included in all the above formats: - Month of Renewal - Next Renewal Date)	Renewal of Candidate Registration NCS/J/102	Annexure II 2
Candidate Registration Slip	X-10: Page 4, Vol II, NES Manual X-62: Page 31, Vol II, NES Manual	Candidate Registration Slip	Annexure II 2
Invitation to interview	X-42: Page 20, Vol II, NES Manual X-43: Page 21, Vol II, NES Manual X-46: Page 23, Vol II, NES Manual X-79: Page 42, Vol II, NES Manual X-58: Page 28, Vol II, NES Manual X-59: Page 29-30, Vol II, NES Manual	Invitation to interview NCS/E/504	Annexure II 3
Result Notification	X-75: Page 38, Vol II, NES Manual	Selection Intimation	Annexure II 4
Notification of Vacancy	X-2: Page (13-14), Vol II, NES Manual X-64: Page 32, Vol II, NES Manual APPENDIX- I(13): Page 133-134, Vol II, NES Manual	Notification of Vacancy	Annexure II 5
Employer Registration	E.M.-I: Page 51-53, Vol II, NES Manual	Employer Registration NCS/E/501	Annexure II 6
Display of Candidates	X-56: Page 27, Vol II, NES Manual X-63: Page 33, Vol II, NES Manual X-66: Page 34, Vol II, NES Manual X-80: Page 43-44, Vol II, NES Manual X-82: Page 45, Vol II, NES Manual	Display of candidates NCS/S/701	Annexure II 7
Amendment	X-17: Page 18, Vol II, NES Manual X-18: Page 19, Vol II, NES Manual	Amendment Form	Annexure II 8

Requirement	Existing Forms in NES Manual	Revised Forms	Annexure
	X-67: Page 36, Vol II, NES Manual		
Employer Returns	ER-I: Page 54-55, Vol II, NES Manual ER-II: Page 56, Vol II, NES Manual CGR: Page 61-63, Vol II, NES Manual	Reports prepared/submitted by Employer	Annexure III
Formats eliminated: Annexure II-9			
Record for information concerning Institutional & Apprenticeship Training	X-12: Page 15, Vol II, NES Manual X-13: Page 16, Vol II, NES Manual		Annexure II 9
Acknowledgement Letters	X-45: Page 22, Vol II, NES Manual X-47: Page 24, Vol II, NES Manual X-49: Page 25, Vol II, NES Manual X-52: Page 26, Vol II, NES Manual X-68:Page 37, Vol II, NES Manual X-78:Page 40-41, Vol II, NES Manual		Annexure II 9
Verification of candidate details from X-employer	X-76:Page 39, Vol II, NES Manual		Annexure II 9
Notifications	X-16: Page 17, Vol II, NES Manual X-78B:Page 41, Vol II, NES Manual X-85: Page 47, Vol II, NES Manual X-87: Page 48, Vol II, NES Manual X-88: Page 49, Vol II, NES Manual X-89: Page 50, Vol II, NES Manual		Annexure II 9

5 Other Salient Features

In addition to the recommendations listed above the following points will also be included in the NCS portal:

5.1 Privacy

In order to maintain confidentiality and privacy on sensitive data, candidates will have the option to opt-in or opt-out of the possibility of employers accessing their personal details and contact information. This will be clearly stated in the privacy policy of the portal.

5.2 Data Sharing

NCS portal will follow the guidelines outlined in National Data Sharing and Accessibility Policy 2012 (NDSAP), with regards to sharing of data amongst stakeholders. The policy is available as an annexure (Annexure II) to this document.

The portal will enable multi-directional data sharing between employers, trade associations, and government institutions through the policy which applies to all non-classified data held by various Ministries / Departments /Subordinate offices. This policy helps data users and data solicitors get access to data through established procedures and defined norms.

5.3 Search capability

Efficient and performance tested algorithms will be developed to return search results based on pre-defined parameters. The search functionality will be available for candidates seeking specific vacancies and to employers based on their vacancy notifications uploaded on the portal. There will also be an option for extended database access for employers as a part of Value-added-services (VAS) that can be subscribed based on a pricing model (to be defined at a later stage)

6 Management Information System Reports

MIS will be an integrated information system to provide management with needed information on a regular basis in the form of reports and dashboards. Management will be able to create reports as per requirement and functionality to download as well as print the respective reports will be available within the NCS portal. The information system will be designed to support to the following functions:

6.1 MIS Reports

- Scheduled/Standard Reports will be generated daily on demand during off peak mode.
- Customized Reports: these shall include all monthly, quarterly and annual reports that shall be generated in batch mode

6.2 Dashboards

- Trend analysis
- Performance Management & Monitoring
- Statistics, etc.

6.3 MIS will also be used as an information utility across management to:

- Support policy making
- Support research and development
- Support consistent and rapid decision making
- Enable effective and efficient utilization of resources
- Provide statistics of candidate placements
- Evaluate and document quality, performance and achievements.

MIS system will be evolving as the system develops, hence it will be required to customize the reports accordingly. The following reports are only indicative of the requirements of the current state.

S. No	Functionality
1.	Ability to generate reports on Candidate data/Live Register at all drilldown levels as per <ul style="list-style-type: none"> ➤ Reference period ➤ State/Distt ➤ Category (SC/ST etc) ➤ Status (verified/non-verified) ➤ Aging (within system) ➤ Minority/priority (religion etc)
2.	Ability to generate reports on Employer Registration data at all drilldown levels as per <ul style="list-style-type: none"> ➤ Reference period ➤ State/Distt ➤ Category (Govt/Non-Govt) ➤ Status (verified/non-verified) ➤ Aging (within system) ➤ Industry type ➤ Size
3.	Ability to generate reports on Vacancy Notification data at all drilldown levels as per

	<ul style="list-style-type: none"> ➤ Reference period ➤ State/Distt ➤ Category (Govt/Non-Govt) ➤ Status (verified/non-verified) ➤ Aging (within system) ➤ Establishment size ➤ Industry (NIC/NCO)/ establishment wise
4.	Ability to generate reports on Placement Status Details at all drilldown levels (by Reference period, State/Distt, Category etc.)
5.	Ability to generate performance reports based on parameters like registration, placements, gestation time etc.
6.	Ability to generate reports displaying the list of inter –state transferred candidates
7.	Ability to generate Employer Return reports
8.	Ability to generate report on Candidate Matching – to be sent to Employers (drill down as per demographics and verification status etc.)
9.	Ability to generate report on Dormant users.

Annexure I(A): Composition of Working Group

1. Shri ShikharAgrawal, Director General, DGE&T, New Delhi – Chairperson
2. Representatives of following States:
 - **Andhra Pradesh** - Shri P. Narsaiah, Assistant Director, Directorate of Employment Exchanges, Government of Andhra Pradesh
 - **Delhi** - Shri Ramesh Tiwari, Commissioner, Government of NCT Delhi
 - **Gujarat** - Smt Sonal Mishra, Director, Government of Gujarat
 - **Haryana** - Shri A. Sreenivas, Director, Government of Haryana
 - **Karnataka** - Shri Ramesh MS, Assistant Director, Government of Karnataka
 - **Kerala** - Shri N. Prasanth, Director, Government of Kerala
 - **Maharashtra** - Shri Vijay Kumar Gautam, Commissioner, Government of Maharashtra
 - **Tamil Nadu** – Thirumati V. Minakshi, Joint Director (Computerisation), Department of Employment and Training, Government of Tamil Nadu
 - **Uttar Pradesh** - Shri Anil Kumar, Director, Government of Uttar Pradesh
3. Shri Dinesh Nijhawan, Director (SDI)/(AT), DGE&T, New Delhi
4. A representative of Ministry of Rural Development handling NRLM
5. A representative of National Informatics Centre
6. A representative of three employers
7. A representative of Times Group/Ascent
8. A representative of Hindustan Times/Shine
9. A representative of Tech Mahindra (Saral Rozgar)
10. A representative of Baba Jobs.com
11. A representative of Naukri.com
12. A representative of Monster.com
13. Shri Pravin Srivastava, DDG(E), DGE&T, New Delhi – Member Convener

Annexure I(B): Composition of State Sub- Group

1. Shri ShikharAgrawal, Director General, DGE&T, New Delhi – Chairperson
2. Shri Pravin Srivastava, DDG(E), DGE&T, New Delhi – Member Convener
3. Shri I.K Srivastava, Director of Employment Exchanges(I/C), DGE&T, New Delhi
4. Representatives of following States:
 - **Andhra Pradesh** - Shri P. Narsaiah, Assistant Director, Directorate of Employment Exchanges, Government of Andhra Pradesh
 - **Bihar** - Shri Sunil Kumar Verma, Deputy Director, Government of Bihar
 - **Delhi** - Shri Ramesh Tiwari, Commissioner, Government of NCT Delhi
 - **Gujarat** - Smt. Sonal Mishra, Director, Government of Gujarat
 - **Haryana** - Shri A. Sreenivas, Director, Government of Haryana
 - **Karnataka** - Shri Ramesh MS, Assistant Director, Government of Karnataka
 - **Kerala** - Shri N. Prasanth, Director, Government of Kerala
 - **Maharashtra** - Shri Vijay Kumar Gautam, Commissioner, Government of Maharashtra
 - **Tamil Nadu** - ThirumatiV. Minakshi, Joint Director (Computerization), Department of Employment and Training, Government of Tamil Nadu
 - **Uttar Pradesh** - Shri Anil Kumar, Director, Government of Uttar Pradesh

Annexure I(C): Composition of Private Player Sub- Group

The composition of the Private Player Sub-Group on Service Delivery for NCS would include representatives from:

- **FICCI** – Shri B.P. Pant, Sr. Director
- **Tech Mahindra (Saral Rozgar)** - Shri Mayuk Das Gupta, Director
- **BabaJobs** - Shri Vir Kashyap, COO
- **Monster.com** – Shri Vikas Agarwal, Vice President
- **MeraCareer Guide** - Ms. Surabhi Dewra
- **ASSOCHAM**

Annexure III: Proposed Formats for National Career Service

Form NCS/J/101 – Candidate Registration Form for Job-seekers

Candidate Registration Form	
Full Name *	Candidate Registration No *
Parents/Guardian Name *	Relationship * : Select from dropdown a
Sex * : Select From Male/Female/Other	Marital Status : Select from married/unmarried/widow
Category * : Select from General/SC/ST/OBC/Minority/Bi-Special Category * : Select from Ex-service man/Differently Abled	Employment Status * : Select from Employed/Unemployed/Self-Employed
Primary Phone No *	Unique Number Details * : Enter PAN/Driving/Aadhar number /ration card
Primary Email Id *	Priority: <input type="checkbox"/> Would u like employers to view your phone n email details
Alternate Phone No: Alternate Email ID:	
Permanent Address * :	
<input type="checkbox"/> Same as permanent address	
Address:	Correspondence Address
State: Select from dropdown b	Address:
PinCode:	State: Select from dropdown b
	District: Prefilled as per State selection
	Pincode: Enter Pincode
Qualifications Details	
Upto 12 * (last 3)	
Course * : Select from 12/10/8/5/literate	Year of Passing * :
Max Marks * :	Percentage:
Subjects:	University/Board * :
Course * : Select from 12/10/8/5/literate	Year of Passing * :
Max Marks * :	Percentage:
Subjects:	University/Board * :
Course * : Select from 12/10/8/5/literate	Year of Passing * :
Max Marks * :	Percentage:
Subjects:	University/Board * :
Beyond 12 * (last 3):	
Course * : Select from list c	Year of Passing * :
Max Marks * :	Percentage:
Subjects:	University/Board * :
Course * : Select from list c	Year of Passing * :
Max Marks * :	Percentage:
Subjects:	University/Board * :
Course * : Select from list c	Year of Passing * :
Max Marks * :	Percentage:
Subjects:	University/Board * :
Add Certificates (Maximum 5 certificates permitted)	
Name:	Institute's Name:
Completion Year:	Max Marks * :
Add More Certifications	
Languages Known	
Language: Select from list d	Speak: <input type="checkbox"/> Write: <input type="checkbox"/> Read: <input type="checkbox"/>
	Add More Languages
Work Experience Details	
Organization Name * :	From * : To * : Level * : Sector * : Select from list f
	Sub-Sector * : Select from list g Pay range: Add More
Desired Professional Details (select max 3)	
Desired Occupation * : Select from NCO Coc	Employment Type * : Select from Regular/Contract/Ca
Minimum salary:	Sector: Select from list f
Area of preference * : Select from list b	Add More
Additional Information:	
<input type="checkbox"/> All documents verified	
<input type="checkbox"/> Discriminer	
Submit Cancel	

Employer Registration Form

Employer Registration No*:
Organization Name * Type: Govt Non-Gvt
Year of Establishment*:
Primary Sector*:
Primary Phone No*:
Primary Email Id*:
TAN NO*:
NIC Code*:
Alternate Phone No:
Alternate Email ID:
Alternate Unique No*:
No of Employees*:
Contact Person's Name*:

Head Office Address*

Address:
State: [Select from dropdown b](#) District: [Prefilled as per State selection](#)
PinCode:

Document Upload*

Upload Electricity Bill
 Disclaimer

Form NCS/E/501 - Employer Registration Form

Vacancy Notification Form

Employer Registration No*:
 Name of Organization*:
 Head Office Address*:
 Indenting Officer's Name*:
 Primary Phone No*:
 Primary Email Id*:

Job Notification No*:
 NIC Code*:
 Department:
 Alternate Phone No:
 Alternate Email ID:

Vacancy Details																				
SR No	No of Posts	Designation	Sector	Type of Vacancy	Duration	Preference Category	Special Category	Religion	Priority	Maximum age (as on)	Sex Preference	Place of Work	Qualification	Certification	Minimum Work	Salary	Remarks	Closing Date		
										1-Jan/1-Jul			Minimum	Maximum		Minimum	Maximum			
		Select from NICO Code list	Select from list f	Select from Regular/Contract/Casual	Select from list i	Select from General/SC/S T/OBC	Ex- servicemen /Differenti				Select from Male/Female/Others	Select from list b	Select from list j	Select from list j		Select from list k				

Amendments(if any):

[Disclaimer](#)

Form NCS/E/504 - Interview Invitation Form

Interview Invitation Form						
To: Candidate Registration No:						
As you seem to be suitable for this vacancy, you are requested to present yourself for an interview, details of which are provided below. If you are unable to appear for interview, please inform this office immediately. Failure to attend without adequate reasons may lead to your registration being cancelled.						
Job Notification No:	<input type="button" value="Submit"/>					
Name of Organization*:						
Indenting Officer's Name*:				Department:		
Primary Phone No*:				Alternate Phone No:		
Primary Email Id*:				Alternate Email ID:		
Interview Details*						
Date of interview/ test:			Time of interview/test:			
Place of interview/test:						
Any other relevant information:						
Job Profile						
Designation	Type of Vacancy	Duration	Salary	Sector	Place of Work	Remarks
<i>Note: No travelling expenses are payable in connection with this interview.</i>						
<input type="button" value="Send"/>		<input type="button" value="Cancel"/>		<input type="button" value="Print"/>		

Form NCS/E/505 - Job Offer Letter

Offer Letter	
To
Registration No:
This is to inform you that you have been selected for the below post. The employer requires you to report for duty by the joining date. Kindly intimate your decision on the acceptance of this offer letter by (date)	
Post Selected for:	
Name of Organization:	
Place of Work:	
Sector:	
Joining Date:	
Job Notification No:	
<input type="button" value="Accept the offer"/>	
<input type="button" value="Reject the offer"/>	
<input button)"="" offer"="" reject="" the="" type="text" value="Reason for Rejection: (this field will be displayed only when user clicks on "/>	
<input type="button" value="Send"/>	<input type="button" value="Cancel"/>

Form NCS/M/601 - Employer Return

Employer Return															
Employer Registration No*:							Return year*:								
Organization Name*:							Total No of Employees*:								
Head Office Address*:							NIC Code*:								
Primary Sector*:							Department*:								
Indending Officer's Name*:							Primary Email Id*:								
Primary Phone No*:															
Employment Summary															
Branch Name	Occupation/ Designation	NCO Code	Men				Women				TOTAL	Qualification (Code)	Pay Range	Remarks	
			ST	SC	OBC	General	ST	SC	OBC	General					
<input type="checkbox"/> <i>Disclaimer</i>															
							<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>		<input type="button" value="Save"/>				

Form NCS/J/102 - Candidate Renewal Form

Candidate Renewal Form	
Candidate Registration No*:	
Name of Applicant*:	
Permenant Address*:	
Date of Registration*:	
Next Renewal Date*:	
Primary Phone No*:	Alternate Phone No:
Primary Email Id*:	Alternate Email ID:
	<input type="button" value="Renew"/> <input type="button" value="Cancel"/>

Candidate Search

Job Vacancy Number:

Filter your search

Category	Employment Status	Sex	Age	State	District
Min Qualification	Maximum Qualification	Miniwork experience	Max Work Experience	Status	Status

Verified:

Sr No	Name of Candidate	Registration No	DOB	Email	Phone	Status	Command
							<input type="button" value="Call for Interview"/> <input type="button" value="Send Offer Letter"/>

Non Verified:

Sr No	Name of Candidate	Registration No	DOB	Email	Phone	Status	Command
							<input type="button" value="Call for Interview"/> <input type="button" value="Send Offer Letter"/>

Appendix I(1)
(E.M.I-I)

OBVERSE

1. S.No. of Establishment..... 2. Sector..... 3. I. Cl.(NIC) No.....
4. Name and Address 5. Hq./Br. 6. Business

(a)
(b)

District..... Phone No

7. DETAILS OF EMPLOYMENT AND VACANCIES													
Quar- ter	All Employees			No. of Vacancies Occurred	No. of vacancies revealed in item 2 of form E.R.I.				No. of vacancies revealed by X-2/X-64		No. of vacancies against which submission not made		Remarks
	Men	Women	Total		Notified to		Filled through		Notified	Filled	Due to shortage of candidates	Due to employers unwilling ness to consider Exchange nominees	
					E E	CEE	E E	Other Source					
				Act Non- Act	Act Non- Act	Act Non- Act	Act Non- Act	Act Non- Act	Act Non- Act	Act Non- Act	Act Non- Act		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

REVERSE

8A –Action Record

8. Important persons to be contacted.				
		Quarter	Letter	Reply
9. Remarks about verification of contents of return on form E .R- I and request made to employer for utilising service of Employment Exchanges.				
Date of verification or request made		Result of verification or request made and initials/signatures of the contacting officer		

Appendix I(1)

(EM-IA)

**BRIEF NOTES ON THE RESULT OF CONTACTS MADE BY OFFICERS OF
EMPLOYMENT SERVICE**

(1) Sl. No. of Estt.....

(2) Name of Estt.....

(3) I.Cl.....

Date of Contact	Designation of the officer contacting the employer	Brief notes on the contacts
1	2	3

BOOK RECORD OF EMPLOYERS

Serial No.	Name and address of the Employer	Industrial Classification Code	Remarks
1	2	3	4

Note :

- (1) The book record should be maintained in the above form using separate leaf for each of the alphabets a, b, c, d, etc.
- (2) The book record should be maintained in 2 parts one for the private sector and the other for public sector.

Form ER-I

Quarterly return to be submitted to the local Employment Exchange for the quarter ended.....

The following information is required under the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960 to assist in evaluating trends in employment and for action to correct imbalances between labour supply and demand.

Name & Address of the Employer :

Whether – Head Office :

Branch Office :

Nature of business/Principal activity:

1. (a) EMPLOYMENT

Total number of persons including working proprietors/partners/commission agents/contingent paid and contractual workers, on the pay rolls of the establishment excluding part-time workers and apprentices. (The figures should include every person whose wage or salary is paid by the establishment).

	On the last working day of the previous quarter	On the last working day of the quarter under report
MEN		
WOMEN		
TOTAL :		

(b) Please indicate the main reasons for any increase or decrease in employment if the increase or decrease is more than 5% during the quarter

Note : - Establishment are reminded of their obligation under the Employment Exchanges (Compulsory Notification of Vacancies) Act for notifying to Employment Exchanges details of vacancies specified under the Act, before they are filled.

2. VACANCIES : Vacancies carrying total emoluments of *Rs.60/-* or over per month and of over three months duration.

2. (a) Number of vacancies occurred and notified during the quarter and the number filled during the quarter.

Number of vacancies which come within the purview of the Act				
Occurred	Notified		Filled	Source (Describe the source from which filled)
	Local Emp. Exchange	C.E.E.		
1	2	3	4	5

2. (b) Reasons for not notifying all vacancies occurred during the quarter under report vide 2 (a) above... ..

3. MANPOWER SHORTAGES

Vacancies/posts unfilled because of shortage of suitable applicants.

Name of the occupation or designation of the post	Number of unfilled vacancies/posts		
	Essential qualifications prescribed	Essential experience	Experience not necessary
1	2	3	4

Please list any other occupations for which this establishment had recently any difficulty in obtaining suitable applicants.

Signature of employer

To

The Employment Exchange,

.....

Note :- This return shall relate to quarters ending 31st March/30th June/30th September and 31st December and shall be rendered to the local Employment Exchange within 30th days after the end of the quarter concerned.

Appendix I(1)
(ER-II)

(Vide GSR 450 of 1963)

Occupational return to be submitted to the local Employment Exchange once in two years (on a date to be specified by Notification in the Official Gazette).

{Vide the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960}.

Name and address of the Employer.....

Nature of business

(Describe what the establishment makes or does as its principal activity)

1. Total number of persons on the pay rolls of the establishment on (specified date)(This figure should include every person whose wage or salary is paid by the establishment).

2. Occupational Classification of all employees as given in Item-1 above. (Please give below the number of employees in each occupation separately).

Occupation	Number of employees			
	Men	Women	Total	
Use exact terms such as Engineer (Mechanical); Teacher (Domestic/Science); Officer On Special Duty (Actuary); Assistant Director (Metallurgist); Scientific Asstt. (Chemist); Research Officer (Economist); Instructor (Carpenter); Supervisor (Tailor); Fitter (Internal Combustion Engine); Inspector(Sanitary), Superintendent (Office); Apprentice (Electrician).				Please give as far as possible approximate number of vacancies in each occupation you are likely to fill during the next calendar year due to retirement/ expansion or re-organisation.
1	2	3	4	5
Total :				

Date.....

Signature of Employer

To

The Employment Exchange.....
(please fill in here the address of your Local Employment Exchange)

Note :- Total of Col.4 under Item 2 should correspond to the figures given against item 1.

Quarterly Summary of Statistics of the work done in connection with the EE(CNV) Act, 1959
 Name of the Employment Exchange:
 For the quarter ended:

Sl. No.	Items	Type of Establishment								Remarks
		CG	SG	Quasi		Local Bodies	Public Total	Private (Act)	Total Public+ Pvt.	
1	2	3	4	5	6	7	8	9	10	11
1	Number of Estts. (a) Covered under the Act at the close of the quarter: (i) Old Estts. (ii) New Estts. (iii) Total (b) Who furnished ER-I (c) Who did not furnish ER-I*									
2	Number of vacancies occurred									
3	No. of vacancies notified to: (a) Local Emp. Exchange (b) Central Emp. Exchange									
4	No. of vacancies filled through: (a) Exchanges (b) Other sources									
5	No. of vacancies not notified to exchanges for which: (a) Adequate reasons given (b) Adequate reasons not given.!									
6	No. of Inspections conducted.									
7	No. of Show-cause notices issued									
8	No. of prosecutions launched.									
9	No. of convictions obtained.									
10	Any other aspect of implementation of the Act, sugges-tions, difficulties etc. faced in this regard.									
11	Name and addresses of establishments who did not render ER-I return.									
Sl. No.	Name and Address of establishment									Sector (Pub. Or Pvt.)
1	2									3

*Action taken against those who did not furnish ER-I may be initiated.
 ! Action taken in such cases may be indicated.

Outline on Quarterly Reports on the Working of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959

Name of the State:

For the quarter ended20

(Narrative part of the Quarterly Reports for June, Sept. & Dec., may contain following)

1. Scope and Coverage:

Mention total number of establishments covered under the EE (CNV) Act indicating clearly as to how many were old and how many were new establishments. Analyse the rate of response achieved.

2. Enforcement measures:

Brief comment on the enforcement measures taken during the quarter. This may contain information on inspections conducted, show-cause notices issued, prosecutions launched, convictions obtained, etc., alongwith results achieved therefrom.

3. Overall assessment:

Giving overall achievements, mention may be made of the suggestions and practical difficulties faced in implementing the Act.

Annual summary of statistics of the work done in connection with the EE(CNV) Act, 1959
(From 1-4-20..... to 31-3-20

Sl. No.	Items	Types of Establishment								Remarks
		CG	SG	Quasi		Local Bodies	Public Total	Private (Act)	Total Public+ Pvt.	
1	2	3	4	5	6	7	8	9	10	11
1	Number of Estts. (a) Covered under the Act (as on 31.3.20) (i) Old Estts. (ii) New Estts. (iii) Total (b) No. of estts. responded in 1 st quarter 2 nd quarter 3 rd quarter 4 th quarter*									
2	Number of vacancies occurred									
3	No. of vacancies notified to the: (c) Local Emp. Exchanges (b) Central Emp. Exchange									
4	No. of vacancies filled through: (a) Emp. Exchanges (b) Other sources									
5	No. of vacancies not notified to Emp. Exchanges: (a) for which adequate reasons given (b) for which adequate reasons not given: (i) Follow-up action taken. (ii) Follow-up action not taken									
6	No. of Inspections conducted.									
7	No. of Show-cause notices issued									
8	No. of prosecutions launched.									
9	No. of convictions obtained.									

*List of such CG/CG (Quasi) Establishments who did not render ER-I return for the quarter ended March may be appended.

Outline for the Annual Review on the Working of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959

(To be issued by States to DGE)

Name of the State/UT:

For the year ended31.3.20

(Narrative part of the Annual Review may include the following aspects)

1. *Introduction:* A brief description of the operation of the Act and how far the objectives of the Act are being fulfilled may be given.

2. *Notification under the Act/Rules:* A brief mention about various notifications/authorisations regarding jurisdiction, date of notification of vacancies and submission of returns, delegation of powers to inspect employers' records and launching of prosecutions etc., may be made. Also mention as to whether any new exchange was added in the State and if so whether the notifications were reviewed.

3. *Scope and coverage:* Mention the total number of establishments covered within the purview of the Act, indicating clearly as to how many were old and how many were new establishments. Analyse the rate of response achieved for the quarterly returns.

4. *Enforcement measures:*

(a) *Inspection of employers' records:* An account of the inspections conducted may be given. Also compare with the corresponding number of inspections undertaken in the previous year. Mention briefly about the results of inspections.

(b) *Show-cause notices:* Indicate the number of show-cause notices issued for various offences. Compare the position with the previous year. Comment upon the impact of show-cause notices on the rate of response etc.

(c) *Prosecutions launched:* Comment upon the results of prosecutions launched if any. Other measures taken towards implementation may also be narrated.

5. *Overall assessment:* An overall assessment of the implementation of the Act may be made. Suggestions, those may be considered to improve the enforcement, could also be given. A list of important Central/Central Quasi establishments who failed to render returns may be annexed to the report.

Appendix I(1) CP- 1 Proforma

Return showing the number of vacancies notified during Quarter ended _____ classified by following details

Sub Divisional Employment Exchange _____

State: _____

(Full Address including e-mail, phone no etc) _____

Sl. No.	Name of the Employer/ Organistaion Name	Designation of Posts	Group	Level	Field & Branch	Qualification	Experience	No. of Vacanices	Employer Category	Name of the States/UT	Job Nature
			According to 7th Pay Commission		Required specific field*(attached sheet Field & Branch Code	Required 8th/10th/12th/D iploma/Graduate /Post- Graduate/Ph.d	With /Without experience		CG- Central Govt. SG- State Govt. QG- Quasi Govt. LB- Local Bodies PV- Private Sector		whether Regular/ Temporary/ Contratual/ Deputation
1											
2											
3											
4											
5											
6											
7											

* Field & Branch should be specified according to heads given below:

Engineering, Technology, Agriculture, Medicine, Natural Science, Social Science, Miscellaneous

e.g. 1. Bachelor's degree in Agriculture/Horticulture orequivalent qualification froma recognized university should be specified in Argiculture field

2. A Bechelor's Degree in Civil Engineering or equilevant should be specified in Engineering Field

3. A Diploma in Food/Fiber/Chemical/Glass etc should be specified in Technology field.

	*(column 6) Engineering (GT-1)	Technology (GT-2)	Agriculture (GT-3)	Medicine (GT-4)
	** (column 7)			
	(Branches)	(Branches)	(Branches)	(Branches)
1	Air-Conditioning and Refrigeration	Alcohol	Agronomy	Allopathic Medicine (MBBS)
2	Aeronautical	Ceramic	Agriculture Bacteriology	Anaesthesia
3	Agriculture	Chemical	Agriculture Botany	Anatomy
4	Aircraft Maintenance	Fiber	Agriculture Chemistry	Ayurveda
5	Architecture	Food	Agriculture Economics	Cardiology
6	Architecture/Civil	Glass	Entomology	Clinical Pathology & Bacteriology
7	Automobile	Fuel	Agriculture Extension	Dietetics
8	Broadcasting & Television	Hosiery	Agriculture Marketing	Dental Surgery
9	Civil (including Municipal)	Intermediate & Dyes	Agriculture Meteorology	Dermatology
10	Chemical Engg.	Jute	Agriculture Microbiology	Forensic Medicine
11	Electrical	Leather	Agriculture Sociology	General Surgery
12	Electronics & Electrical Microwave/Communication (including Radio)	Oil, Fats & Waxes	Agriculture Statistics	Gynecology, Obstetrics
13	Electrical/Mechanical	Paper	Animal Nutrition	Homeopathy
14	Forging & Heat Treatment	Paints, Pigments & Varnishes	Animal Pathology	Laryngology & Otolaryngology
15	Highways & Roads	Petroleum	Co-operation	Malariology & Communicable Diseases
16	Hydraulics & Dam	Pharmaceutical & Fine Chemicals	Dairying	Maternity, Child Welfare and Health
17	Instrumentation	Plastics	Fishery	Medical, Bio-Chemistry
18	Internal Combustion	Printing	Forestry	Medical Radiology and Electrology
19	Marine	Rubber	Horticulture	Microbiology
20	Machine Tools & Die Sinking	Silicate	Land Development	Nursing
21	Mechanical	Sugar	Mycology & Plant Pathology	Occupational Therapy
22	Mechanical/Metallurgical	Textile	Plant Pathology	Ophthalmic Medicine & Surgery
23	Metallurgical	Textile, Chemistry	Plant Breeding & Genetics	Orthopaedic Surgery

24	Mining	Textile, Dyeing & Printing	Plant Physiology	Paediatrics
25	Naval Architecture	Wood and Timber	Poultry Farming	Pharmacy
26	Production (Methods, Safety, Planning, Manufacturing & Industrial etc.)	Other Technological Subjects	Soil Science	Pharmacology, Medical
27	Public Health		Veterinary Science & Animal Husbandry	Physiology
28	Structural		Warehousing	Physiotherapy
29	Soil Mechanics & Foundation		Water Conservation	Preventive & Social Medicine (Industrial Health)
30	Sound		Other Agricultural Subjects	Psychiatry
31	Telecommunication/ Line Communication (Telephone & Telegraph)			Psychology, Medical
32	Tools			Public Health
33	Town & Country Planning			Sanitary Science
34	Computer			Tubercular Diseases
35	Engineers Unspecified (Branches not specified)			Tropical Medicine
36				Unani
37				Venereology
38				Medical Specialists & Unspecified Others(MD/Ph.D/MS)

Natural Science (GT-5)	Social Science including Teaching(GT-6)	Miscellaneous Graduates (GT-7)
(Branches)	(Branches)	(Branches)
Astronomy	Accountancy	Art, Fine
Biology	Accountancy, Chartered	Art, Commercial
Botany	Accountancy, Cost & Works	Banking
Chemistry	Accountancy, Management	Catering
Chemistry, Analytical	Actuary	Cinematography
Chemistry, Bio-	Anthropology	Company Secretaryship
Chemistry, Industrial	Archaeology	Film Direction
Chemistry, Inorganic	Archives	Hotel Management
Geology	Economics	Industrial Management/ Business Management & Administration
Geology, Applied	Education/Teaching	Interior Decoration, Display & Designing
Geophysics	English	Insurance
Meteorology	Geography	Journalism
Microbiology	Hindi	Library Science
Oceanography	History	Music, Instrumental
Physics	Labour/Social Welfare	Music, Vocal
Physics, Applied	Home, Domestic Science/ Economics	Museology
Physics, Bio-	Language	Nutrition/Applied Nutrition
Physics, Mathematical	Law	Pass-Graduates in Science, Arts & Commerce suitable for Office work
Physics, Chemistry & Mathematics	Literature	Physical Education
Physics, Nuclear	Mathematics	Public Administration
Physiology	Mathematics, Applied	Research Methodology
Spectroscopy	Philosophy	Sculpture
Zoology	Political Science	Secretarial and Commercial Work & Practices

Combination of Natural Science Subjects	Psychology	Stage Craft & Dramatics
	Rural Science	Other Vacancies (Unspecified)
	Sociology/Social Work/Social Science	
	Statistics	
	Statistics, Mathematical	
	Statistics/Mathematics/Economics	
	Other Social Science Subjects	

PAY MATRIX TABLE FOR CG EMPLOYEES (AS PER NOTIFICATION ON 16.5.2017)

Pay Band	5200-20200					9300-34800				15600-39100			37400-67000			67000-79000	75500-80000	80000	90000
Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000				
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13A	14	15	16	17	18
1	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	123100	131100	144200	182200	205400	225000	250000
2	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	126800	135000	148500	187700	211600		
3	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	130600	139100	153000	193300	217900		
4	19700	21700	23800	27900	31900	38700	49000	52000	58000	61300	74000	86100	134500	143300	157600	199100	224400		
5	20300	22400	24500	28700	32900	39900	50500	53600	59700	63100	76200	88700	138500	147600	162300	205100			
6	20900	23100	25200	29600	33900	41100	52000	55200	61500	65000	78500	91400	142700	152000	167200	211300			
7	21500	23800	26000	30500	34900	42300	53600	56900	63300	67000	80900	94100	147000	156600	172200	217600			
8	22100	24500	26800	31400	35900	43600	55200	58600	65200	69000	83300	96900	151400	161300	177400	224100			
9	22800	25200	27600	32300	37000	44900	56900	60400	67200	71100	85800	99800	155900	166100	182700				
10	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	160600	171100	188200				
11	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	165400	176200	193800				
12	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	170400	181500	199600				
13	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	175500	186900	205600				
14	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	180800	192500	211800				
15	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	186200	198300	218200				
16	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	191800	204200					
17	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	197600	210300					
18	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	112100	130400	203500	216600					
19	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	209600						
20	31500	35000	38300	44800	51100	62200	78800	83600	93000	98400	119000	138300	215900						
21	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400							
22	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700							
23	34400	38300	41800	48900	55800	68000	86100	91400	101700	107500	130100	151100							
24	35400	39400	43100	50400	57500	70000	88700	94100	104800	110700	134000	155600							

Pay Band	5200-20200					9300-34800				15600-39100			37400-67000			67000-79000	75500-80000	80000	90000
Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000				
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13A	14	15	16	17	18
25	36500	40600	44400	51900	59200	72100	91400	96900	107900	114000	138000	160300							
26	37600	41800	45700	53500	61000	74300	94100	99800	111100	117400	142100	165100							
27	38700	43100	47100	55100	62800	76500	96900	102800	114400	120900	146400	170100							
28	39900	44400	48500	56800	64700	78800	99800	105900	117800	124500	150800	175200							
29	41100	45700	50000	58500	66600	81200	102800	109100	121300	128200	155300	180500							
30	42300	47100	51500	60300	68600	83600	105900	112400	124900	132000	160000	185900							
31	43600	48500	53000	62100	70700	86100	109100	115800	128600	136000	164800	191500							
32	44900	50000	54600	64000	72800	88700	112400	119300	132500	140100	169700	197200							
33	46200	51500	56200	65900	75000	91400	115800	122900	136500	144300	174800	203100							
34	47600	53000	57900	67900	77300	94100	119300	126600	140600	148600	180000	209200							
35	49000	54600	59600	69900	79600	96900	122900	130400	144800	153100	185400								
36	50500	56200	61400	72000	82000	99800	126600	134300	149100	157700	191000								
37	52000	57900	63200	74200	84500	102800	130400	138300	153600	162400	196700								
38	53600	59600	65100	76400	87000	105900	134300	142400	158200	167300	202600								
39	55200	61400	67100	78700	89600	109100	138300	146700	162900	172300	208700								
40	56900	63200	69100	81100	92300	112400	142400	151100	167800	177500									

Census of Central Government Employees as on 31st March, 202_
(Separate returns for each city each establishment may be furnishes)

State Code		City Code		Deptt. Code	
------------	--	-----------	--	-------------	--

Name of the City		Name of the office	
Full office Address		Ministry/Deptt. To whom attached	
Telephone No.		Whether Sectt. Proper/Attached	
		Subordinate office	

S l . N o .	Grade Pay Ranges in Rupees	Level	Regular Staff												Contractual/ Outsource	Tot. 3 to 18	No. of Employees who are permanent in the post hold or other post		No. of SC/ST/OBC employees included in Column No. 18.					
			Gazetted						Non-Gazetted								Gaz- Emp	Non Gaz. Emp	OBC	SC	ST			
			A			B			C&D															
			M	W	X	T	M	W	X	T	M	W	X	T			M	W	X	T	19	20	21	22
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	Upto 1800	1																						
2	1900 & 2000	2,3																						
3	2400 & 2800	4,5																						
4	4200, 4600 & 4800	6,7,8																						
5	5400	9,10																						
6	6600 & 7600	11,12																						
7	8700 & 8900	13,13A																						
8	10000	14																						
9	Higher Scales (HAG + Apex & Cab. Sec.)	15,16, 17,18,																						
	Total																							

Dated _____

Signature, Name & Designation of forwarding Officer
Seal of the Office

P.T.O.

Note: Following instructions may read carefully:-

1. Code not to be filled in by Establishments.
2. Information should be furnished only in respect of Central Government Establishments/Offices and for autonomous organizations and PSUs owned by the Central Government.
3. Information should pertain to civilian (regular) employees only.
4. Separate information should be furnished in case of any field office/attached/subordinate office located at different places.
5. Classification of the city would be based on HRA criterion.
6. Grade Pay should be recorded as on 31st March, of the filled year.
7. 'M' means Men, 'W' means Women, 'X' means Transgender and 'T' means Total in column 3 to 18.
8. Grade Pay & Levels ranges indicated in column 1 are as per 7th Pay Commission's report.
9. Ensure that the data filled in Census returns are correct and forwarded to 'The Employment Officer, Employment Exchange.'

Dated_____

Name & Designation of Forwarding Officer
Seal of the Office

PERSONAL INFORMATION FORM

1. Please fill in this form carefully.
2. The information supplied in the form will enable V.G.O./Dy. Chief to help you in dealing with your employment problem.
3. Detailed Information to be filled:

(i) Name : Shri/Smt./Kumari/Ms

(ii) Gender(Male/Female/**Transgender**) : _____

(iii)Address :

(iv)Date of Birth :

(v) Married/Single/Other (If Other please specify):

(vi)Whether SC/ST ?
 (Specify by ticking the box) SC ST Others

I. Educational Qualifications : Please give details of your education, if any :

Educational Level	Name of College/ University	Level of Exam. & Year	Subjects studied	% of marks obtained	Rank or Division obtained
1.		Postgraduate			
2.		Graduate			
3.		Intermediate/ PUC/Hr. Sec.			
4.		Matriculate			
5.		Middle			
6.		Postgraduate Diploma			
7.		Undergraduate Diploma			
8.		Certificate			
9.		Others			

- II. Training(Skills) : Please indicate if you have ever obtained any training or skill.
- III. Work Experience : Have you been in part-time or full-time employment ? (Give details including work experience as self-employed or of family profession.)

IV. **FAMILY DETAILS**

Relationship	Age	Higher Level of education	Occupation	Average Income
1.	2.	3.	4.	5.
Self				
Husband/Wife				
Father				
Mother				
Brothers :				
1.				
2.				
3.				
4.				
Sisters :				
1.				
2.				
3.				
4.				

(Note : Information provided in above table shall be used for guidance purpose only)

V. (A) Counsellor's Notes :

Counsellors shall collect information from the client regarding client's health, temperament, preferred subject, areas of interest, leisure time activity including extra-

curricular activities and other relevant information of each case and shall record the same below :

(V)(B)(i) – Whether the candidate has registered in Employment Exchange/Career Centre/Employment portal of the government for

- (a) Self-employment;**
 - (b) for availing vocational guidance only**
 - (c) for government jobs only;**
 - (d) for private jobs only;**
 - (e) both for government & private jobs;**
 - (f) already employed but registering for better jobs**
 - (g) for all above or combination of any two or more**
 - (h) any other(please specify).**
-

(V)(B)(ii) Occupations preferred by the candidate/client.

VI. Problems : Counsellor's assessment of Problems. _____

VII. SUMMARY FORM

Name_____ No_____

Address_____

1. Interest Areas and levels. _____

2. Vocational Plans (Describe steps to be taken in sequence by client and counsellor)

Date _____

Signature of the candidate

Name of the VG Officer / Dy. Chief/
Employment Officer (VG)

VIII. Follow up Notes :

Appendix I(1)- (VG-I Form)
(para3.20 pt.III)

OBVERSE

1.	Serial No.	
2.	Regn. No.	
3.	NCO No.	
4.	Guidance Code. No.	
5.	Male/Female	
6.	Date of Birth	
7.	Present Status(Student/Employed/ Seeking Employment)	
8	Name in full (Block Letters.)	
9.	Address	

REVERSE

10.	Record of Interview	
	Sr.No.	
	Date of Interview	
	Outcome of Interview	
	Signature of the Interviewer	
11.	Record of Follow up- Referral	
	Sr.No.	
	Date	
	Educational Apprenticeship	
	Training Institutions	
	Employer	
	Other Agencies	
	Results	

12. Remarks

OBVERSE

Dear Sir,

With regard to the guidance I received from you about my career,

*I would like to discuss my problems, further. Please give me an early appointment.

*I would like to have the following information.

Yours Faithfully,

()

REVERSE

Sr. No.:

Guidance Code No.:

Name:

To

The Employment Officer(VG)/Dy. Chief

(Note: In case you wish to discuss your vocational problem(s) further and/or to have any information by post, kindly mail this card after making necessary entries)

Appendix I(1)-(VG-63)(para 3.21 pt.III)

RUNNING RECORD OF APPLICANTS GUIDED INDIVIDUALLY

Sl. No.	Name and address of the applicant guided individually	Regn. No.	N.C.O.	G. C. No.	Remarks
1	2	3	4	5	6

Appendix I(1)-(VG-64) (Para 3.7 pt.III)

**Running Record Of Applicants Participating In
Group Discussions/Career Talks**

Sl. No.	Date	Topic of the Group Discussions/Career Talk	Name and address of the applicant in full
1	2	3	4

(VG-65) (Para 3.10 pt.III)

Running Record Of Persons Seeking Individual Information

Sl. No.	Date	Name of Information Seeker	Information sought	Mode of enquiry		Remarks(if information not provided, note address and give the date when information will be provided.)
				Postal /	Personal	
1	2	3	4	5	6	7

VG-66 (Para 3.34 pt.III)

**Running Record Of Visits Of Employment Officers To
Educational Institutions**

Sl. No.	Date	Name of the Institution	Class or Group Addressed	Topic of the talk	Remarks
1	2	3	4	5	6

Appendix I(1)- (VG-67)

RECORD OF TRAINING ADMISSIONS/APPRENTICESHIP ACTIVITIES

Sl. No.	Date	Name of Training Course/Apprenticeship and address of Institution/ Establishment	Name of the person sponsored	Regn.No.	N.C.O.	Whether Guided Applicant or not. If Guided Applicant, give Sl. No. and G.C. No	Result of Selection
1	2	3	4	5	6	7.	8.

VG-68

(Para 3.9 pt.III)

RUNNING RECORD OF WORK DONE IN REGISTRATION GUIDANCE

Sl. No.	Regn. No.	N.C.O. Code No.	Qualifications	Category to which applicant belongs	Brief particulars of guidance given	Remarks
1	2	3	4	5	6	7.

VG-69

(Para 3.16 pt.III)

RUNNING RECORD OF REVIEW OF OLD CASES

Sl. No.	Date	Regn. No. of applicant called for review	Period for which the candidate was on LR			Category (SC,ST, OBC,Ex,Pw D,W etc)	Remarks
			0-1 yrs,	1-2yrs	More than 2 yrs		
1	2	3	4	5	6	7.	8

State:

Name of Employment Exchange/Career Centre :

Month:

ES 1: Return showing the work done by the Employment Exchanges in respect of all Categories of applicants

S. No.	Description	Jobseekers on the live Register at the end of previous month	Total number of registration during the month (includes registration cards received on transfer + fresh registration + re-registration made during the month)	No. of Jobseekers placed during the month	Registration removed from Live Register during the month* (includes registration card removed from Live Register for reason other than Transfer to other exchanges and registration cards transferred to other exchanges during the month)	Jobseekers remaining on the Live Register at the end of month	Submissions made during the month	Total vacancies notified during the month	Vacancies filled during the month
1	2	3	4	5	6	7 (Col 3+4-5-6)	8	9	10
A. Gender									
A.1	Men								
A.2	Women								
A.3	Transgender								
	Total								
B. Category									
B.1	Schedule Caste								
B.2	Schedule Tribe								
B.3	OBC								
C. Minorities Communities									
C.1	Muslim								
C.2	Christians								
C.3	Sikhs								
C.4	Budhists								
C.5	Zoarastrians								
	Total								

Signature of Employment Officer
(with name and complete postal address of Employment Exchange)

State:

Name of Employment Exchange/Career Centre :

Month:

ES 2: Return showing the work done by the Employment Exchanges in respect of education level

Sl. No.	Description	Education level							Total
		(Below 10th class)	10th class passed	10+2 passed	Graduate	Post Graduate	Diploma holder in Engineering/Technology and others	Other professional	
1	2	3	4	5	6	7	8	9	10
A. Registration during the month									
A.1	Gender								
A.1.1	Men								
A.1.2	Women								
A.1.3	Transgender								
A.2	Category								
A.2.1	Schedule Caste								
A.2.2	Schedule Tribe								
A.2.3	OBC								
B. Placement during the month									
B.1	Gender								
B.1.1	Men								
B.1.2	Women								
B.1.3	Transgender								
B.2	Category								
B.2.1	Schedule Caste								
B.2.2	Schedule Tribe								
B.2.3	OBC								
C. Live Register upto the month									
C.1	Gender								
C.1.1	Men								
	<i>C.1.1 Age upto 19 years</i>								
	<i>C.1.2 Age 20-39 years</i>								
	<i>C.1.3 Age 40 years and above</i>								
C.1.2	Women								
	<i>C.2.1 Age upto 19 years</i>								
	<i>C.2.2 Age 20 to39 years</i>								
	<i>C.2.3 Age 40 years and above</i>								
C.1.3	Transgender								
C.2	Category								
C.2.1	Schedule Caste								
C.2.2	Schedule Tribe								
C.2.3	OBC								

Signature of Employment Officer

(with name and complete postal address of Employment Exchange)

State:

Name of Employment Exchange :

Month:

ES 5: Return showing the work done in respect of Person with Disability (PWD)

Part-I Applicant

Sl. No.	Item	Blind	Deaf and Dumb	Orthopaedics	Respiratory disorder	Negative Laprosy person	Total (col3 to col7)	Women (Included in total)
1	2	3	4	5	6	7	8	9
1	Live Register of PWD at the end the previous month							
2	Registration of pwd during the month							
3	No of PWD placed during the month:							
	(a) Central Government							
	(b) Union Territory							
	(c)State Government							
	(d) Quasi Government Estt./Public Sector undertaking under:							
	(i) Central Government							
	(ii) State Government							
	(e) Local Bodies							
	(f) Private Establishments							
	Toatl of item3(a) to 3(f)							
4	No of pwd Removed from Live Register during the month							
5	No of PWD remaining on the Live Register at the end of the month							
6	No of Submission made at the end of the month							

Signature of Employment Officer

(with name and complete postal address of Employment Exchange)

State:

Name of Employment Exchange/Career Centre :

Month:

ES 5 (Contd.): Return showing the work done in respect of Person with Disability (PWD)

Part-II Reserved Vacancies

Sl. No.	Item	Cental Govt.	Union Territory	State Govt.	Quasi Govt Estt/Public Sector Undertakings		Local Bodies	Private Estt.	Total
					Cental Govt	State Govt			
1	2	3	4	5	6	7	8	9	10
1	No of vacancies outstanding for pwd at the end of the previous month								
2	No of vacancies for pwd								
	(a) Notified during the month								
	(b) filled during the month								
	(c) Cancelled during the month due to								
	(i) Non- availability of suitable candidate								
	(ii) Other reasons								
3	No of vacancies for pwd outstanding at the end of the month								

Signature of Employment Officer

(with name and complete postal address of Employment Exchange)

State / UT:

Name of Employment Exchange/ Career Centre:

Month:

ES 6: Return showing the work done by the Employment Exchanges in r/o sector wise vacancies

S. No.	Sectors	No of outstanding vacancies at the end of previous month					Number of Vacancies during the current month															No of outstanding vacancies at the end of current month				
							Notified					Filled					Cancelled									
		Total	Women	SC	ST	OBC	Total	Women	SC	ST	OBC	Total	Women	SC	ST	OBC	Total	Women	SC	ST	OBC	Total	Women	SC	ST	OBC
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
1	Central Govt.																									
2	Union Territory																									
3	State Govt.																									
4	Quasi-Govt. Estt./ PSU under:																									
	i) Central Govt.																									
	ii) State Govt.																									
5	Local Bodies																									
6	Private Estts.																									
	Total																									

Signature of Employment Officer
(with name and complete postal address of Employment Exchange)

Return showing the work done by Employment Exchange for promotion of self employment (S.E) during the Half Year ended _____

Sl. No	Items	Total (All categories)			SC			ST			OBC			PwD			Minority Community		
		M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	A.RURAL																		
	1. Applicants on register (for S.E)																		
	2. at the beginning of the half- year																		
	3. .No. registered for S.E during the half year.																		
	4. No. finally settled in S.E during the half year																		
	5. No. removed from the register for reasons other than settlement in S.E during the half year.																		
	6. Applicants remaining on the Register at the end of the half year																		
	7. Applicant out of 5 above kept in dormant section of the register.																		
	8. No. referred for S.E Assistance during the half year.																		
	B. URBAN																		
	1. Applicants on Register (for S.E) at the beginning of the half year.																		
	2. No. registered for S.E during the half year.																		
	3. No. finally settled in S.E during the half year.																		
	4. No. removed from the register for reasons other than settlement in S.E during the half year.																		
	5. Applicants																		

Sl. No	Items	Total (All categories)			SC			ST			OBC			PwD			Minority Community		
		M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
	<p>remaining on the Register at the end of the half year.</p> <p>6. Applicants out of 5 above kept in dormant section of the register</p> <p>7. No. referred for S.E assistance during the half year,</p>																		

Note: "T" stands for Transgender

**(Signature of Employment Officer
with name, email and complete postal address
of the Employment Exchange)**

Return showing the work done by Employment Exchange in respect of Vocational Guidance activities done by them or by the Vocational Guidance Units/ U.E.I.G.Bx working under them for the quarter_____

Sl. No	Activity	Category of applicants							Trans- gender
		Total (All categories)	SC	ST	OBC	PwD	Women		
1	2	3	4	5	6	7	8	9	
1.	No. who received individual Guidance								
2.	No. who received registration Guidance								
3.	No. who received individual information								
4.	No. of old cases reviewed from the Live Register (Only those who responded)								
5.	No. of persons participated in Group discussions								
6.	No. of persons who attended Career talks								
7.	No. of visitors to the Career information room								
8.	No. of applicants/ particular of applicants forwarded for: a) Training b) Apprenticeship c) Scholarships/ Higher Studies d) Jobs								
9.	No. of guided applicants placed in a) Jobs b) Training c) Apprenticeship								
10.	Total No. of applicants guided (includes items 1 to 9)								
11.	No. of group discussions held								
12.	No. of career talks held								
13.	No. of educational institution visited for promoting Guidance activities (Activities other than those listed above)								
14.	No. of Establishments/ Institutions visited for development for Jobs, training of apprenticeship opportunities for collection of information pertaining of such opportunities								

Note: 1 “ Guided here does not necessarily mean individual Guidance.

Even cases of review of old cases and registration guidance may be included

2. There may be overlapping of applicants featuring in the cols. 2 to 6

Signature of Employment Officer
(with name, email and complete postal address of the Employment Exchange)

APPENDIX I (2)
Para 6.22

FORM FOR REPORTING PARTICULARS OF
NEW OCCUPTIONS NOT INCLUDED IN THE NCO Publication of DGE

Date_____

Occupational Title_____ *Code
No._____

Information obtained from: Applicant _____Employer_____.

(check appropriate item)

Establishment_____

(Name, location, nature of business)

Available Occupational Information (indicate what you know about the job duties?)

Name and address of:

Local Officers_____

Employment Officers_____.

Comment of stateI Units.

(Signature of State EMI/ O.I Officer)

*To be allocated by the EMI/ O.I Unit of the State/ Centre.

APPENDIX I(3)

(Para 7.12,11.18,11.27)

**STANDARD FORM PRESCRIBED FOR DISCHARGE CERTIFICATE TO RETRENCHED
CENTRAL GOVERNMENT AND QUASI-GOVERNMENT EMPLOYEES**

MINISTRY/ DEPARTMENT/OFFICE

No. _____ (Place) Dated _____

DISCHARGE CERTIFICATE

Shri/ Smt/Ms _____ has/had been working
as _____ in the Ministry/ Department/ Office of
_____ from _____ to _____.

He/she was drawing Rs. _____ as pay / **in pay
level/pay scale** with/without allowances and his/her services have been/ are likely to be
terminated with effect from _____ on account of reduction in
establishment. His/her work and conduct was satisfactory.

Signature _____

(Designation of officer and Seal)

APPENDIX- I(4)

(Para 8.28)

Proforma for Exhibition/**Publicity** of Vacancies

Suitable applicants may contact the Employment Officers for the following vacancies:-

Sl. .no	Nature of Vacancies	Pay/wages	Place of work		Reservation if any for SC/ST OBC etc	Name of Employer	Last date for applying

APPENDIX-1 (5)

(Para 9.14)

Proforma for Display of Scheme of Submissions

1. Name and address of the employer
2. Nature of vacancies
3. No. of vacancies
4. Pay/wages (including allowance)
5. Duration
6. Place of work
7. Whether government/Quasi- government or Private
8. Qualification :
 - (a) Educational
 - (b) Professional
9. Experience
10. Age limit
11. Date on which applicants have been called for consideration
12. Scheme of submission in detail
13. Details of the last registered applicant called/ submitted
14. Registration No. , Date of registration and NCO from which called.

APPENDIX-I(6)

{Para 11.50(a),12.9 (a)}

/Copy of Government of India Ministry of Home Affairs, Department of Personnel and Administrative Reforms, O.M No 14034/3/84 ESTT(D) dated 31.7.1984 laying orders of priorities./

Subject: List of categories to whom various priorities have been allowed for the purpose of employment through Employment Exchange/ DGE& T Special cell),

The undersigned is directed to refer to the Department O.M No 14/21/71 Estt.(D) dated 25/12/1971 enclosing inter alia, a list of categories of persons to whom various priorities had been allowed till that date , for purposes of employment through Employment Exchange/DGE &T (Special cell) –Subsequently, more instructions were issued extending the concessions of priority in appointment to Group C and D posts. With a view to facilitate reference a revised list of categories of persons to whom various priorities have been extended so far (incorporating the instructions issued subsequent to 25-12-1971) is sent herewith. The number and date of this Departments communication in which instructions relating to a particular priority were issued has also been noted against each entry in the list.

2. Ministry of Finance etc. are requested to bring the revised list to the notice of all appointing authorities under them.

Sd/-
(K.S.R Krishna Rao)
Under Secretary to the Government of India)

List of Categories to whom various priorities have been allowed for the purpose of employment through Employment Exchange/ DGE (Ex-Servicemen Cell)/ Surplus Cell (now Retraining & Redeployment Division of DOPT)

PRIORITY I

	Category	Authority
(1)	Surplus employees (other than Group ('D') registered with the Central (Surplus Staff) Cell of the Department of Personnel & Administrative Reforms, who do not get re-deployed through the Cell within the prescribed period of six months.	No.14/21/71-Estt.(D) Dated 25-12-1971
(2)	Surplus Group 'D' employees registered with the Surplus Cell of the Directorate General of Employment and Training.	No.14/21/71-Estt.(D) Dated 25-12-1971
(3)	Disabled ex-servicemen disabled during war.	No.14/21/71-Estt.(D) Dated 25-12-1971
(4)	Disabled Border Security Force personnel disabled during war	No.F.13/5/72-Estt (c) Dated 19-2-1973
(5)	Disabled ex-Servicemen disabled during peace time provided their disability is attributable to military services.	No.14024/6/77-Estt.(D) Dated 31-12-1979 and No. 39016/5/81-Estt (c) Dated 21-2-1981
	PRIORITY II A	
(1)	Upto two members each of the family of defence services personnel killed in action	No.14/21/71-Estt.(D) Dated 25-12-1971
(2)	Upto two members each of the family of defence services personnel who have been disabled in action and are totally unfit for re-employment.	No.13/7/72-Estt(c) Dated 9-3-1972
(3)	Upto two members each of the family of Border Security Force personnel killed in action.	No.13/5/72/Estt (c) Dated 7-2-1972
(4)	Upto two members each of the families of defence services personnel killed or severely disabled in 1947-48 Kashmir operation, war like operations, Goa and Hyderabad operation, war like operations on borders with neighbouring countries including armed hostilities like Nagas and Mizos, after examining each case on the merits in consultation with DGE & T.	No. 13/14/74- Estt(C) dated 6-1-1975
(5)	Upto two members each of the family of Defence services personnel killed in peace time (provided the death of the soldiers is attributable to military service).	No. 14024/6/77-Estt. (D)dated 31-12-1979 And No. 39016/5/81- Estt.(C) Dated 21-2-1981
(6)	Upto two members each of the family of defence services personnel who have been disabled during peacetime with over 50 percent disability and who have become unfit for re-employment (provided the disability of the soldier is attributable to military services).	No. 14024/6/77-Estt. (D)dated 31-12-1979 And No. 39016/5/81- Estt.(C) Dated 21-2-1981
	PRIORITY II (B)	
(1)	Permanent disabled Government servants from N.W.F.P Baluchistan and Sind.	No. 14/21/71-Estt(D) Dated 25-12-1971

	Category	Authority
	PRIORITY III	
(1)	Central Government servants retrenched due to normal reduction in establishment, but otherwise than on the recommendations of the Economy Unit as well as the employees of the Rationing and Civil Supplies Department in various States in India, who were retrenched on account for abolition of rationing in India	No. 14/21/71-Estt(D) Dated 25-12-1971
(2)	Demobilised personnel of the Armed Forces	No. 14/21/71-Estt(D) Dated 25-12-1971
(3)	Group(D) Central Government Employees educationally qualified for Group 'C' Posts	No. 14/21/71-Estt(D) Dated 25-12-1971
(4)	Defence personnel who were transferred to the reserve and members of the defence forces who on retrenchment or retirement join the Territorial Army	No. 14/21/71-Estt(D) Dated 25-12-1971
(5)	Retrenched employees for former Part 'C' States	No. 14/21/71-Estt(D) Dated 25-12-1971
(6)	Ex-T.B employees and Ex-Leprosy patients who were discharged from the Central Government Services but who have subsequently been declared noninfective and medically fit for Government Service.	No. 14/21/71-Estt(D) Dated 25-12-1971
(7)	Bona fide displaced goldsmith	No. 14/21/71-Estt(D) Dated 25-12-1971
(8)	Physically handicapped persons	No. 14/21/71-Estt(D) Dated 25-12-1971
(9)	Repatriates from Burma and Cylon who have migrated to India on or after 1-6-1963 and 1.11. 1964 respectively (overriding priority in Priority III in their home State and Priority-III in other States)	No. 14/21/71-Estt(D) Dated 25-12-1971
(10)	Displaced persons from East Pakistan (Bangladesh) who migrated to India on or after 1-1-1964 (overriding priority in Priority III just below (II) in the Eastern (Zone) but before 25-3-1971)	No. 14/21/71-Estt(D) Dated 25-12-1971
(11)	Indian Nationals who were employed in Government service in East African countries of Kenya, Tanganyika, Uganda and Zanzibar.	No. 14/21/71-Estt(D) Dated 25-12-1971

NOTE:1. Surplus Cell has been renamed as 'Division of Retraining & Redeployment' and is working in the DOPT w.e.f. January, 2002.

2. Widow/Divorced women for appointment against Group 'C' & 'D' vacancies. Vide O.M. No. 14034/6/90-Estt(D) dated 17.10.1994

APPENDIX I(7)

(Para-11.23)

**RELAXATION IN TYPEWRITING QUALIFICATION ADMISSIBLE TO PERSONS
BELONGING TO PRIORITY CATEGORY FOR APPOINTMENT TO POSTS OF
LOWER DIVISION CLERKS IN CENTRAL GOVT. DEPARTMENTS**

- (a) With effect from 1-1-1957, typing at a speed of 30 w.p.m. is an essential qualification for recruitment to post of Lower Division Clerks.
- (b) This decision, however will not effect persons belonging to priority groups. While making selection from priority groups of applicants, proficiency in typewriting should not be insisted upon. Such applicants are required to attain the prescribed Speed of 30 w.p.m with in six month of their appointment failing which their services will be terminated. When their services are thus terminated they would not be eligible for any further priority. Persons belonging to priority groups who are 45 year of age or above are exempted from qualifying in a typing test but even they are expected to have a working speed and practice in typewriting.
- (c) Applicants belonging to Scheduled Castes/ Tribes are also not covered by the decision mentioned above. The reserved vacancies shall be filled from among candidate possessing the requisite speed in typewriting, but if sufficient number of such candidates is not available, non typists will be appointed on the condition that they shall be required to acquire the requisite speed with in six months from the date of their appointment failing which their services will be terminated.

[Authority: Ministry of Home Affairs O. M Numbers:-

1. 71/67/56-CS(C), dated 15-9-1956 and
2. 71/67/56-CS(C), dated 3-4-1956 Para 2]

APPENDIX 1(8)

(Para 11.34)

Army Qualification recognised by the Central Government and State Governments

A. Central Government

S.No	Army Qualification	Recognised as equivalent	Authority
1	Indian Army Spl. Certificate of Education	Matric	Department of Education, Health & Land No. GF/32/4/43 dated 9-4-43
2	Army Class I Certificate of Education	Class VIII	D.O No. F., 22/2/60 – B-3 of 19-6-1960 from Secretary Government of India Ministry of Education to Secretaries of States/UTs
3.	Army Class II Certificate of Education	Class VI	
4.	Army Class III Certificate of Education	Class IV	
5.	Higher Education Test(Indian Navy)	Matric	Home Department Government of India O.M No 546/45/ Estts. of 2-1-1946
6.	Boys Training Establishment (Indian Navy)	Higher Secondary	DPAR No. 6/2/73- Estt. (D) at 9/11/1973
7.	IAF Education Test (Indian Air Force)	Higher Secondary or Pre-University	Government of India Cabinet Sectt. No. 6/1/72- Estt. (D) of 18-11-1972
8.	I.A.F Educational Test (for promotion to the rank of Corporal)	Higher Secondary Examination of a Recognised Board or Pre University Examination (Only for those airmen who are Matriculates and have passed the LAC Re-classification Test and the IAF Educational Test under Scheme 'A' (Non- Matriculate airmen qualifying IAF Educational Test for promotion to the rank of Corporal will not be eligible	1. Ministry of Home Affairs(D.P.A.R. O.M No 6/1/72- Estt.(D) dated 17-8-1977 2. Ministry of Education and Social Welfare Department of Education, O.M no.F.85/75/T-2/ T-7 dated 4-8-1977

		for the award of Certificate equating with Higher Secondary/PUC Examination)	
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B. State Government

State/UT	Army Class I Certificate and its equivalent in the State	Army Class II certificate and its equivalent in the State	Army Class III certificate and its equivalent in the State
1	2	3	4
1. Andaman & Nicobar Islands	Class VIII	Class VI	Class IV
2. Andhra Pradesh	Class VIII standard of Elementary School or 3 rd form of Secondary School	VII standard of an Elementary School or 2 nd form of Secondary School	VI Standard of Elementary School or Ist form of Secondary School
3. Assam	Class VIII	Class VI	Class IV
4. Bihar	Class VII passed (i.e completion of middle school stage)	Class V passed (i.e completion of upper primary stage)	Class III passed i.e completion of Lower Primary School stage)
5. Delhi	Class VIII	Class VI	Class IV
6. Gujarat	Class VIII Standard	Class VI Standard	Class IV Standard
7. Himachal Pradesh	Class VIII	Class VI	Class IV
8. Jammu & Kashmir	Complete equivalence is not possible to grant.		
9. Kerala	English School leaving certificate examination.	Middle School	Primary with provisions: (a) That the 1 st class should not entitle to college admission, only to employment and (b) That the mother tongue not having taken into account a test in that subject should be passed before equivalence.
10. Laccadive Minicoy Amindive Islands	Class VIII	Class VI	Class VI
11. Madras	VIII standard of an Elementary School or III form of a Secondary School.	VII standard of an Elementary School or II form of a Secondary School.	VI standard of an Elementary school or I form of a Secondary School.
12. Madhya Pradesh	Class VIII	Class VI	Class IV
13. Maharashtra	Class VIII	Class VI	Class IV
14. Manipur	Class VIII	Class VI	Class IV

15. Mysore	Class VIII	Class VI	Class IV
16. Orissa	Class IX	Class VII	Class V
17. Pondicherry	Equivalent to VIII Class or "cinquieme"	Equivalent to VI Class or "Septeme aucours superior"	Equivalent to IV Class or "Neuvieme aucours Elementair i.e. Annee."
18. Punjab	Class VIII	Class VII	Class VI Lower Middle School
19. Rajasthan	Class VIII	Class VI	Class IV
20. Tripura	Class VIII	Class VI	Class IV
21. Uttar Pradesh	Class VIII	Class VI	Class IV
22. West Bengal	Class VIII	Class VI	Class IV

The following Armament Artificer Certificate Courses conducted by the Military College of Electronics and Mechanical Engineering, Secunderabad and EME School, Baroda have been recognised by the State Government of Andhra Pradesh and Gujarat as equivalent to diplomas of the State Board of Technical Education and Training as noted against each for purposes of recruitment to subordinate posts and services under the respective State Governments.

(a) ANDHRA PRADESH

(i) Armament Artificers Courses in Radio and Radar	Diploma in Electrical Communication Engineering (I.E.C.E.)
(ii) Armament Artificers 'A' Vehicles.	Diploma in Automobile Engineering (2 years duration) (L.A.E.)
(iii) Armament Artificers Electrical	Diploma in Electrical Engineering (L.E.E.)
(b) GUJARAT	
(i) Armament Artificers Vehicles Course.	Diploma in Automobile Engineering
(ii) Armament Artificers Gun Course.	Diploma in Mechanical Engineering

(Authority : Ministry of Defence, Directorate General of Resettlement No. 1769/ETS/Res. Dt. 15th June, 1973)

APPENDIX I(9)

{Para 11.48(a)}

INSTRUCTIONS ON THE DETERMINATION OF DEGREE OF DISABILITY OF DISABLED EX-SERVICEMEN

SPECIAL FORMS ISSUED BY THE LATE SERVICES REHABILITATION CENTRES
RESETTLEMENT OF DISABLED SERVICEMEN FORMS (D .S.I.)

Name in full (block capitals)_____

Unit or Branch of Service	Regn or Serial no.	Rank
---------------------------	--------------------	------

Address_____

I. (To be completed by Medical Officer)

1. Brief clinical description of condition and Present State of disablement.
2. Is the disablement permanent or temporary.
3. State possible degree of improvement after further rehabilitation.
4. Will surgical boots or appliances be necessary?
5. Will further medical treatment be required after discharge from hospital? If so state nature and whether it would be likely to interfere with employment or training.
6. Will he be able.
 - (a) to use Public conveyance.
 - (b) to negotiate stairs.
 - (c) to work under ordinary industrial conditions?
7. Will he be capable of working in a factory without damaging his health?
8. Is he completely non- infective?
9. What is his present mental out look?
10. Other useful information (if any) not covered by previous answer.

Dated_____

Signed_____

Medical officer

(TO BE COMPLETED IN LIMB FITTING CASES ONLY)

II. Report by Limb Fitting Surgeon :

- 1.Details of amputation (mentioning site)
- 2.(a) Arm Cases : Ability to use and practical value of artificial limb
(b) Leg Cases : Efficiency in walking
 - Ability to stand at work
 - Ability to negotiate stairs
 - Ability to use public conveyance
- 3.Present mental outlook (in so far as it would effect his employment or training for employment)
4. Present physical condition (in general terms)
5. Could applicant train and work under ordinary industrial condition? If not state why
6. Remarks (if any)

Dated_____

Signed_____

Limb Fitting Surgeon

Name of Centre _____

III. Interview Report

(for completion by Officer of NCSC for DA).

1. Is assistance required in seeking employment?

(QUESTIONS 2 TO 7 TO BE COMPLETED ONLY IN CASES WHERE ASSISTANCE REQUIRED)

2. Exact nature of previous employment or occupation.

3. Any special qualifications

4. Is he capable of undertaking his usual employment?

5. (a) Without training:

(b) With further training

6. if not capable of undertaking his usual employment state employment which he is prepared to take up and for which he is deemed suitable.

(a) without training

(i) _____

(ii) _____

(iii) _____

(b) with training

(i) _____

(ii) _____

(iii) _____

7. Is training recommended? If so state for which trade and whether training under normal scheme of special schemes for disabled persons would be appropriate.

8. Remarks (including note of discussion with Medical Officer, particularly in regard to suitability for training recommended under 6. Where necessary a special report should be obtained from the Medical officer)

(To be continued under IV, if necessary)

Signature of interviewer

Date _____

IV. (For completion by Ministry of Labour & Employment Officers).
SUBSEQUENT ACTION

DISABILITY CODE LETTERS APPROVED BY THE SERVICES

DISABILITY	DISABILITY CODE LETTER
(1)	(2)
Amputation—Arms & Hands	A
Amputation—Legs	B
Limb Injuries	C
Head Injuries	D
Gunshot wound(excluding C& D)	E

Defective sight(excluding Blind)	F
Defective hearing(excluding deaf and dumb)	G
Abdominal diseases e.g Duodenal and Gastric Ulcers)	H
Respiratory diseases (e.g bronchitis)	I
Nervous diseases(e.g neurtotices, phychotics anxiety states)	K
Rheumatic complaints	L
Skin diseases	M
Heart diseases	N
Tuberculosis	O
Epileptics	P
Paralysis	Q
Blind	R
Deaf & Dumb	S
Negative Leprosy	T
Other disabilities	Z

NOTE: If a man has more than one disability, he should be included under the Code letter applicable to his major disability.

LIST OF SCHEDULED CASTES**1 THE CONSTITUTION (SCHEDULED CASTES) ORDER, 1950****C.O. 19**

In exercise of the powers conferred by clause (1) of article 341 of the Constitution of India, the President, after consultation with the Governors and Rajpramukhs of the States concerned, is pleased to make the following Order, namely:—

1. This Order may be called the Constitution (Scheduled Castes) Order, 1950.
2. Subject to the provisions of this Order, the castes, races or tribes or parts of, or groups within, castes or tribes specified in ² [Parts I to ³ [XXV]] of the Schedule to this Order shall, in relation to the States to which those Parts respectively relate, be deemed to be Scheduled Castes so far as regards member thereof resident in the localities specified in relation to them in those Parts of that Schedule.
- ⁴ [3. Notwithstanding anything contained in paragraph 2, no person who professes a religion different from the Hindu ⁵ [, the Sikh or the Buddhist] religion shall be deemed to be a member of a Scheduled Caste.]
- ⁶ [4. Any reference in this Order to a State or to a district or other territorial division thereof shall be construed as a reference to the State, district or other territorial division as constituted on the 1st day of May, 1976.]

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- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Published with the Ministry of Law Notification No. S.R.O. 385, dated the 10th August, 1950, Gazette of India, Extraordinary, 1950, Part II, Section 3, page 163. 2. Subs. by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956. 3. The figure "XXI" has been successively subs. by Act 18 of 1987, s. 19 and 1st Sch. (w.e.f. 30-5-87), by Act 28 of 2000, s. 19 and 3rd Sch (w.e.f. 1-11-2000) and by Act 29 of 2000, s. 24 and 5th Sch. (w.e.f. 9-11-2000) and by Act 6 of 2014, s. 28 and 5th Sch. (w.e.f.) to read as above. | <ol style="list-style-type: none"> 4. Subs. by Act 63 of 1956, s. 3 and First Sch., for paragraph 3. 5. Subs. by Act 15 of 1990, s. 2, for "or the Sikh". 6. Subs. by Act 108 of 1976, s. 3 and the First Sch., for paragraph 4 (w.e.f. 27-7-1977). |
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[THE SCHEDULE

PART I. - Andhra Pradesh

1. Adi Andhra
2. Adi Dravida
3. Anamuk
4. Aray Mala
5. Arundhatiya
6. Arwa Mala
7. Bariki
8. Bavuri
- ² ***
10. Bindla
- ³ [11. Byagara, Byagari]
12. Chachati
13. Chalavadi
- ³ [14. Chamar, Mochi, Muchi, Chamar-Ravidas, Chamar-Rohidas]
15. Chambhar
16. Chandala
17. Dakkal, Dokkalwar
18. Dandasi
19. Dhor
20. Dom, Dombara, Paidi, Pano
21. Ellamalawar, Yellammalawandlu
22. Ghasi, Haddi, Relli, Chachandi
- ³ [23. Godagali, Godagula (in the districts of Srikakulam, Vizianagaram and Vishakhapatnam)]
24. Godari
25. Gosangi
26. Holey a
27. Holey a Dasari
28. Jaggali
29. Jambuvulu
- ³ [30. Kolupulvandlu, Pambada, Pambanda, Pambala]
31. Madasi Kuruva, Madari Kuruva
32. Madiga
33. Madiga Dasu, Mashteen
34. Mahar
- ³ [35. Mala, Mala Ayawaru]
36. Mala Dasari
37. Mala Dasu
38. Mala Hannai
39. Malajangam
40. Mala Masti
41. Mala Sale, Netkani
42. Mala Sanyasi
43. Mang
44. Mang Garodi
45. Manne
46. Mashti
47. Matangi
48. Mehtar
49. Mitha Ayyalvar
50. Mundala
51. Paky, Moti, Thoti
- ⁴ * * *
53. Pamidi
54. Panchama, Pariah
55. Relli
56. Samagara
57. Samban
58. Sapru
59. Sindhollu, Chindollu
- ⁵ [60. Yatala
61. Valluvan.]

PART II. – Assam

1. Bansphor
2. Bhuinmali, Mali
3. Brittial Bania, Bania
4. Dhupi, Dhobi
5. Dugla, Dholi
6. Hira
7. Jalkeot
8. Jhalo, Malo, Jhalo-Malo
9. Kaibartta, Jaliya
10. Lalbegi
11. Mahara
12. Mehtar, Bhangi
13. Muchi, Rishi
14. Namasudra
15. Patni
16. Sutradhar.

1. Subs. by Act 108 of 1976, s. 3 and the First Sch., for the former Sch. (w.e.f. 27-7-1977).

2. Omitted by s.28 and 5th Sch.of Act 6 of 2014.

3. Subs. by Act 61 of 2002, s. 2 and the First Sch.

4. Omitted by s. 2 and the First Sch., ibid.

5. Ins. by s. 2 and the First Sch., ibid.

PART III.—Bihar

1. Bantar
2. Bauri
3. Bhogta
4. Bhuiya
5. Bhumij¹***
- ²[6. Chamar, Mochi, Chamar-Rabidas, Chamar Ravidas, Chamar-Rohidas, Charmarkar]
7. Chaupal
8. Dabgar
- ²[9. Dhobi, Rajak]
- ²[10. Dom, Dhangad, Bansphor, Dharikar, Dharkar, Domra]
11. Dusadh, Dhari, Dharhi
12. Ghasi
13. Halalkhor
14. Hari, Mehtar, Bhangi
15. Kanjar
16. Kurariar
17. Lalbegi
18. Musahar
19. Nat
- ²[20. Pan, Sawasi, Panr]
21. Pasi
22. Rajwar
23. Turi.

PART IV.—Gujarat

1. Ager
2. Bakad, Bant
3. Bawa-Dedh, Dedh-Sadhu
- ²[4. Bhambi, Bhambhi, Asadaru, Asodi, Chamadia, Chamar, Chamar-Ravidas, Chambhar, Chamgar, Haralayya, Harali, Khalpa, Machigar, Mochigar, Madar, Madig, Mochi (in Dangs district and Umargaon Taluka of Valsad district only), Nalia, Telegu Mochi, Kamati Mochi, Ranigar, Rohidas, Rohit, Samgar]
- ²[5. Bhangi, Mehtar, Olgana, Rukhi, Malkana, Halalkhor, Lalbegi, Balmiki, Korar, Zadmalli, Barwashia, Barwasia, Jamphoda, Zampada, Zampda, Rushi, Valmiki]
6. Chalvadi, Channayya
7. Chenna Dasar, Holaya Dasar
8. Dangashia
9. Dhor, Kakkayya, Kankayya
10. Garmatang
11. Garoda, Garo
12. Halleer
13. Halsar, Haslar, Hulasvar, Halasvar
14. Holar, Valhar
15. Holaya, Holer
16. Lingader
17. Mahar, Taral, Dhegu Megu
18. Mahyavansi, Dhed, Dhedh, Vankar, Maru Vankar, Antyaj
19. Mang, Matang, Minimadig
20. Mang-Garudi
21. Meghval, Meghwal, Menghvar
22. Mukri
23. Nadia, Hadi
24. Pasi
25. Senva, Shenva, Chenva, Sedma, Rawat
26. Shemalia
27. Thori
28. Tirgar, Tirbanda
29. Turi
30. Turi Barot, Dedh Barot.
- ³[31. Balahi, Balai
32. Bhangi, Mehtar
33. Chamar
34. Chikwa, Chikvi
35. Koli, Kori
36. Kotwal (in Bhind, Dhar, Dewas, Guna, Gwalior, Indore, Jhabua, Khargone, Mandsaur, Morena, Rajgarh, Ratlam, Shajapur, Shivpuri, Ujjain and Vidisha districts)].

1. Certain words omitted by Act 30 of 2000, s. 23 and the Fifth Sch. (w.e.f. 15-11-2000).

2. Subs. by Act 61 of 2002, s. 2 and the First Sch.,

3. Ins. by Act 32 of 2002, s. 2.

PART V.— Haryana

1. Ad Dharmi
- ¹[1A. Aheria, Aheri, Hari, Heri, Thori, Turi]
2. Balmiki, Chura, Bhangi
3. Bangali
4. Barar, Burar, Berar
- ²[5. Batwal, Barwala]
6. Bauria, Bawaria
7. Bazigar
8. Bhanjra
- ³[9. Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi, Balahi, Batoi, Bhatoi, Bhambi, Chamar Rohidas, Jatav, Jatava, Mochi, Ramdasiasia]
10. Chanal
11. Dagi
12. Darain
13. Deha, Dhaya, Dhea
14. Dhanak
15. Dhogri, Dhangri, Siggri
16. Dumna, Mahasha, Doom
17. Gagra
18. Gandhila, Gandil Gondola
- ⁴[19. Kabirpanthi, Julaha, Kabirpanthi Julaha]
20. Khatik
21. Kori, Koli
22. Marija, Marecha
- ³[23. Mazhabi, Mazhabi Sikh]
- ²[24. Megh, Meghwal]
- ³[25. Nat, Badi]
26. Od
27. Pasi
28. Perna
29. Pherera
- ¹[29A. Rai Sikh]
30. Sanhai
31. Sanhal
32. Sansi, Bhedkut, Manesh
33. Sansoi
- ³[34. Sapela, Sapera]
35. Sarera
- ³[36. Sikligar, Bariya]
37. Sirkiband.

PART VI.— Himachal Pradesh

1. Ad Dharmi
2. Badhi, Nagalu
3. Balmiki, Bhangi, Chuhra, Chura, Chuhre
4. Bandhela
5. Bangali
6. Banjara
7. Bansi
8. Barad
9. Barar, Burar, Berar
10. Batwal
11. Bauria, Bawaria
12. Bazigar
13. Bhanjra, Bhanjre
14. Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi, Ramdasiasia, Mochi
15. Chanal
16. Chhimbe, Dhobi
17. Dagi
18. Darain
19. Darai, Daryai
20. Daule, Daole
21. Dhaki, Toori
22. Dhanak
23. Dhaogri, Dhuai
24. Dhogri, Dhangri, Siggri
25. Doom, Doomna, Dumna, Dumne, Mahasha
26. Gagra
27. Gandhila, Gandil Gondola
28. Hali
29. Hesi
30. Jogi
31. Julaha, Julahe, Kabirpanthi, Keer
32. Kamoh, Dagoli
33. Karoack
34. Khatik
35. Kori, Koli
36. Lohar
37. Marija, Marecha
38. Mazhabi
39. Megh
40. Nat
41. Od
42. Pasi
43. Perna
44. Phrera, Pherera
45. Rehar, Rehara
46. Sanhai
47. Sanhal
48. Sansi, Bhedkut, Manesh
49. Sansoi
50. Sapela
51. Sarde, Sarera, Sarare, Siryare, Sarehde
52. Sikligar
53. Sipi
54. Sirkiband
55. Teli
56. Thathiar, Thathera
- ⁵[57. Barwala]

1. Ins. by s.2 of Act 24 of 2016.

2. Subs. by Act 31 of 2007, s. 2.

3. Subs. by Act 61 of 2002, s. 2 and the First Sch.,

4. Subs. by Act 4 of 2015, s.2.

5. Ins. by s. 2 and the First Sch of Act 61 of 2002.

1 [PART VIA.—Jharkhand

- | | |
|---------------------------|--------------------------|
| 1. Bantar | 12. Halalkhor |
| 2. Bauri | 13. Hari, Mehtar, Bhangi |
| 3. Bhogta | 14. Kanjar |
| 4. Bhuiya | 15. Kuraiar |
| 5. Chamar, Mochi | 16. Lalbegi |
| 6. Choupal | 17. Musahar |
| 7. Dabajar | 18. Nat |
| 8. Dhobi | 19. Pan, Sawasi |
| 9. Dom, Dhangad | 20. Pasi |
| 10. Dusadh, Dhari, Dharhi | 21. Rajwar |
| 11. Ghasi | 22. Turi.] |

PART VII. – Karnataka

- | | |
|--|--|
| 1. Adi Andhra | 27. Chalavadi, Chalvadi, Channayya |
| 2. Adi Dravida | 28. Chandala |
| 3. Adi Karnataka | 29. Chenna Dasar, Holaya Dasar |
| 4. Adiya (in Coorg district) | 30. Dakkal, Dokkalwar |
| 5. Ager | 31. Dakkaliga |
| 6. Ajila | 32. Dhor, Kakkayya, Kankayya |
| 7. Anamuk | 33. Dom, Dombara, Paidi, Pano |
| 8. Aray Mala | 34. Ellamalwar, Yellammalawandlu |
| 9. Arunthathiyar | 35. Ganti Chores |
| 10. Arwa Mala | 36. Garoda, Garo |
| 11. Baira | 37. Godda |
| 12. Bakad | 38. Gosangi |
| 13. Vant (In Belgaum, Bijapur, Dharwar and
North Kanara districts) | 39. Halleer |
| 14. Bakuda | 40. Halsar, Haslar, Hulasvar, Halasvar |
| 15. Balagai | 41. Handi Jogis |
| 16. Bandi | 42. Hasla |
| ² [17. Banjara, Lambani, Lambada, Lambadi,
Lamani, Sugali, Sukali] | 43. Holar, Valhar |
| 18. Bathada | 44. Holaya, Holer, Holey |
| 19. Beda Jangam, Budga Jangam | 45. Holey Dasari |
| 20. Bellara | 46. Jaggali |
| 21. Bhangi, Mehtar, Olgana, Rukhi, Malkana,
Halalkhor, Lalbegi, Balmiki, Korar, Zadmalli | 47. Jambuvulu |
| 22. Bhambi, Bhambhi, Asadaru, Asodi, Chamadia,
Chamar, Chambhar, Chamgar, Haralayya,
Harali, Khalpa, Machigar, Mochigar, Madar,
Madig, Mochi, Muchi, Telegu Mochi, Kamati
Mochi, Ranigar, Rohidas, Rohit, Samgar | 48. Kadaiyan |
| ³ [23. Bhovi, Od , Odde, Vaddar, Waddar,
Voddar, Woddar, Bovi (Non-Besta),
Kalluvaddar, Mannuvaddar] | 49. Kalladi |
| 24. Bindla | 50. Kepmaris |
| 25. Byagara | 51. Kolupulvandlu |
| 26. Chakkiliyan | 52. Koosa |
| | ² [53. Koracha, Korachar |
| | 54. Korama, Korava, Koravar] |
| | 55. Kotegar, Metri |
| | 56. Kudumban |
| | 57. Kuravan |
| | 58. Lingader |
| | 59. Machala |

1. Ins. by Act 30 of 2000, s. 23 and the Fifth Sch. (w.e.f. 15-11-2000).

2. Subs. by Act 61 of 2002, s. 2 and the First Sch.,

3. Subs. by Act 4 of 2015, s.2. for entry 23

- | | |
|--|--------------------------|
| 60. Madari | 81. Nadia, Hadi |
| 61. Madiga | 82. Nalkadaya |
| 62. Mahar, Taral, Dhegu Megu | 83. Nalakeyava |
| 63. Mahyavanshi, Dhed, Vankar, Maru Vankar | 84. Nayadi |
| 64. Maila | 85. Pale |
| 65. Mala | 86. Pallan |
| 66. Mala Dasari | 87. Pambada |
| 67. Mala Hannai | 88. Panchama |
| 68. Mala Jangam | 89. Panniandi |
| 69. Mala Masti | 90. Paraiyan, Paraya |
| 70. Mala Sale, Netkani | 91. Paravan |
| 71. Mala Sanyasi | 92. Raneyar |
| 72. Mang, Matang, Minimadig | 93. Samagara |
| 73. Mang Garudi, Mang Garodi | 94. Samban |
| 74. Manne | 95. Sapari |
| 75. Masthi | 96. Silleyathas |
| 76. Mavilan | 97. Sindhollu, Chindollu |
| 77. Meghval, Menghvar | 98. Sudugadu Siddha |
| 78. Moger | 99. Thoti |
| 79. Mukri | 100. Tirgar, Tirbanda |
| 80. Mundala, | 101. Valluvan. |

PART VIII. – Kerala

- | | |
|---|---|
| 1. Adi Andhra | 23. Hasla |
| 2. Adi Dravida | 24. Holey |
| 3. Adi Karnataka | 25. Kadaiyan |
| 4. Ajila | ² [26. Kakkalan, Kakkan] |
| 5. Arunthathiyar | 27. Kalladi |
| 6. Ayyanavar | ² [28. Kanakkan, Padanna, Padannan] |
| 7. Baira | ³ * * * |
| 8. Bakuda | ² [30. Kavara (other than Telugu speaking or Tamil speaking Balija, Kavarai, Gavara, Gavarai, Gavarai Naidu, Balija Naidu, Gajalu Balija or Valai Chetty)] |
| ¹ * * * | 31. Koosa |
| 10. Bathada | 32. Kootan, Koodan |
| ¹ * * * | 33. Kudumban |
| ² [12. Bharathar (other than Parathar), Paravan] | ² [34. Kuravan, Sidhanar, Kuravar, Kurava, Sidhana] |
| ¹ * * * | 35. Maila |
| 14. Chakkiliyan | ⁴ [36. Malayan [in the areas comprising the Kannur, Kasaragode, Kozhikode and Wayanad districts)] |
| 15. Chamar, Muchi | 37. Mannan, Pathiyan, Perumannan, Peruvannan, Vannan, Velan] |
| 16. Chandala | |
| 17. Cheruman | |
| 18. Domban | |
| ¹ * * * | |
| ¹ * * * | |
| ¹ * * * | |
| 22. Gosangi | |

1. Omitted by Act, 61 of 2002, s.2 and First Sch.
2. Subs by s. 2 and First Sch. ibid.
3. Omitted by Act 10 of 2003 s.3 and the First Sch.
4. Subs. by Act 24 of 2016, s.2.

¹ * * *

² [39. Moger (other than Mogeayar)]

40. Mundala

41. Nalakeyava

42. Nalkadaya

43. Nayadi

³ * * *

45. Pallan

⁴ [46. Palluvan, Pulluvan]

47. Pambada

48. Panan

³ * * *

² [50. Paraiyan, Parayan, Sambavar, Sambavan,
Sambava, Paraya, Paraiya, Parayar]

³ * * *

³ * * *

³ * * *

² [54. Pulayan, Cheramar, Pulaya, Pulayar,
Cherama, Cheraman, Wayanad Pulayan,
Wayanadan Pulayan, Matha, Matha Pulayan]

³ * * *

56. Puthirai Vannan

57. Raneyar

58. Samagara

59. Samban

² [60. Semman, Chemman, Chemmar]

⁴ [61. Thandan (excluding Ezhuvas and Thiyyas who
are known as Thandan, in the erstwhile Cochin
and Malabar areas) and (Carpenters who are
known as Thachan, in the erstwhile Cochin and
Travancore State), Thachar (other than
carpenter)]

62. Thoti

63. Vallon

64. Valluvan

³ * * *

³ * * *

67. Vetan

² [68. Vettuvan, Pulaya Vettuvan (in the areas of
erstwhile Cochin State only)

69. Nerian]

PART IX.—Madhya Pradesh

1. Audhelia

⁵ [2. Bagri, Bagdi (excluding Rajput, Thakur sub-
castes among Bagri, Bagdi]

3. Bahna, Bahana

4. Balahi, Balai

5. Banchada

6. Barahar, Basod

7. Bargunda

8. Basor, Burud, Bansor, Bansodi, Bansphor, Basar

9. Bedia

10. Beldar, Sunkar

11. Bhangi, Mehtar, Balmiki, Lalbegi, Dharkar

12. Bhanumati

13. Chadar

14. Chamar, Chamari, Bairwa, Bhambhi, Jatav,
Mochi, Regar, Nona, Rohidas, Ramnami,
Satnami, Surjyabanshi, surjyaramnami,
Ahirwar, Chamar Mangan, Raidas

15. Chidar

16. Chikwa, Chikvi

17. Chitar

⁴ [18. Dahait, Dahayat, Dahat, Dahiya]

19. Dewar

20. Dhanuk

21. Dhed, Dher

22. Dhobi (in Bhopal, Raisen and Sehore
districts)

23. Dohor

24. Dom, Dumar, Dome, Domar, Doris

25. Ganda, Gandhi

26. Ghasi, Ghasia

27. Holiya

28. Kanjar

29. Katia, Patharia

30. Khatik

31. Koli, Kori

1. Omitted by Act 10 of 2003 s.3 and the First Sch.

2. Subs. by Act, 61 of 2002, s.2 and First Sch

3. Omitted by s.2 and First Sch ibid.

4. Subs. by Act 34 of 2014, s.2.

5. Subs by Act 31 of 2007, s.2,

32. Kotwal (in Bhind, Dhar, Dewas, Guna, Gwalior, Indore, Jhabua, Khargone, Mandsaur, Morena, Rajgarh, Ratlam, Shajapur, Shivpuri Ujjain and Vidisha districts)
33. Khangar, Kanera, Mirdha
34. Kuchbandhia
35. Kumhar (in Chhatarpur, Datia, Panna, Rewa, Satna, Shahdol, Sidhi and Tikamgarh districts)
- ¹ [36. Mahar, Mehra, Mehar, Mahara]
37. Mang, Mang Garodi, Mang Garudi, Dankhani Mang, Mang Mahasi, Madari, Garudi, Radhe Mang
38. Meghwal
39. Moghia
40. Muskhan
41. Nat, Kalbelia, Sapera, Navdigar, Kubutar
42. Pardhi (in Bhind, Dhar, Dewas, Guna, Gwalior, Indore, Jhabua, Khargone, Mandsaur, Morena, Rajgarh, Ratlam, Shajapur, Shivpuri, Ujjain and Vidisha districts)
43. Pasi
44. Rujjhar
45. Sansi, Sansia
46. Silawat
47. Zamral
- ² [48. Sargara]

PART X.—Maharashtra

1. Ager
2. Anamuk
3. Aray Mala
4. Arwa Mala
5. Bahna, Bahana
6. Bakad, Bant
7. Balahi, Balai
- ³ [8. Basor, Burud, Bansor, Bansodi, Basod]
9. Beda Jangam, Budga Jangam
10. Bedar
- ³ [11. Bhambi, Bhambhi, Asadaru, Asodi, Chamadia, Chamar, Chamari, Chambhar, Chamgar, Haralayya, Harali, Khalpa, Machigar, Mochigar, Madar, Madig, Mochi, Telegu Mochi, Kamati Mochi, Ranigar, Rohidas, Nona, Ramnami, Rohit, Samgar, Samagara, Satnami, Surjyabanshi, Surjyarnami, Charmakar, Pardeshi Chamar; 12. Bhangi, Mehtar, Olgana, Rukhi, Malkana, Halalkhor, Lalbegi, Balmiki, Korar, Zadmalli, Hela.]
13. Bindla
14. Byagara
15. Chalvadi, Channayya
16. Chenna Dasar, Holaya Dasar, Holeyaa Dasari
17. Dakkal, Dokkalwar
18. Dhor, Kakkayya, Kankayya, Dohor
19. Dom, Dumar
20. Ellamalvar, Yellammalawandlu
21. Ganda, Gandi
22. Garoda, Garo
23. Ghasi, Ghasia
24. Halleer
25. Halsar, Haslar, Hulasvar, Halasvar
26. Holar, Valhar
27. Holaya, Holer, Holeyaa, Holiya
28. Kaikadi (in Akola, Amravati, Bhandara, Buldana, Nagpur, Wardha and Yavatmal districts and Chandrapur district, other than Rajura tahsil)
29. Katia, Patharia
30. Khangar, Kanera, Mirdha
31. Khatik, Chikwa, Chikvi
32. Kolupulvandlu
33. Kori
34. Lingader
35. Madgi
36. Madiga
37. Mahar, Mehra, Taral, Dhegu Megu
38. Mahyavanshi, Dhed, Vankar, Maru Vankar
39. Mala
40. Mala Dasari
41. Mala Hannai
42. Mala Jangam
43. Mala Masti
44. Mala Sale, Netkani
45. Mala Sanyasi
46. Mang, Matang, Minimadig, Dankhni Mang, Mang Mahashi, Madari, Garudi, Radhe Mang
47. Mang Garodi, Mang Garudi
48. Manne
49. Mashti
50. Meghval, Menghvar
51. Mitha Ayyalvar
52. Mukri
53. Nadia, Hadi
54. Pasi
55. Sansi
56. Shenva, Chenva, Sedma, Ravat
57. Sindhollu, Chindollu
58. Tirgar, Tirbanda
59. Turi.

1. Subs. by Act 61 of 2002, s. 2 and First Sch.

2. Ins. by s.2 and First Sch. ibid.

3. Subs. by Act 31 of 2007, s. 2.

PART XI.—Manipur

1. Dhupi, Dhobi
2. Lois
3. Muchi, Ravidas
4. Namasudra
5. Patni
6. Sutradhar
7. Yaithibi

PART XII.—Meghalaya

1. Bansphor
2. Bhuinmali, Mali
3. Brittial Bania, Bania
4. Dhupi, Dhobi
5. Dugla, Dholi
6. Hira
7. Jalkeot
8. Jhalo, Malo, Jhalo-Malo
9. Kaibartta, Jaliya
10. Lalbegi
11. Mahara
12. Mehtar, Bhangi
13. Muchi, Rishi
14. Namasudra
15. Patni
16. Sutradhar.

PART XIII.—[Odisha]

1. Adi Andhra
- ¹ [2. Amant, Amat, Dandachhatra Majhi, Amata, Amath]
3. Audhelia
4. Badaik
5. Bagheti, Baghuti
6. Bajikar
7. Bari
- ²***
9. Basor, Burud
- ³ [10. Bauri, Buna Bauri, Dasia Bauri]
11. Bauti
12. Bavuri
- ¹ [13. Bedia, Bejia, Bajia]
14. Beldar
15. Bhata
16. Bhoi
17. Chachati
18. Chakali
- ⁴ [19. Chamar, Chamara, Chamar-Ravidas, ChamarRohidas, Mochi, Muchi, Satnami]
20. Chandala
21. Chandhai Maru
- ⁵***
23. Dandasi
- ³ [24. Dewar, Dhibara, Keuta, Kaibarta]
25. Dhanwar
- ⁶ [26. Dhoba, Dhobi, Rajak, Rajaka]
27. Dom, Dombo, Duria Dom, Adhuria Dom, Adhuria Domb]
28. Dosadha
29. Ganda
30. Ghantarghada, Ghantra
31. Ghasi, Ghasia
32. Ghogia
33. Ghusuria
34. Godagali
35. Godari
36. Godra
37. Gokha
38. Gorait, Korait
39. Haddi, Hadi, Hari
40. Irika
- ¹ [41. Jaggali, Jaggili, Jagli]
- ⁴ [42. Kandra, Kandara, Kadama, Kuduma, Kodma, Kodama]
43. Karua
- ⁶ [44. Katia, Khatia]
45. Kela, Sapua Kela, Nalua Kela, Sabakhia Kela, Matia Kela, Gaudia Kela
46. Khadala , Khadal, Khodal]
47. Kodalo, Khodalo
48. Kori
- ²***
50. Kurunga

1. Subs. by Act 34 of 2014, s.2.

2. Omitted by Act 24 of 2016, s. 2.

3. Subs. by Act 61 of 2002, s. 2 and the First Sch.

4. Subs. by Act, 31 of 2007, s.2.

5. Omitted by Act 25 of 2002, s. 2.

6. Subs, by Act. 4 of 2015,s.2.

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|--|--|
| 51. Laban | 73. Pantanti |
| 52. Laheri | 74. Pap |
| 53. Madari | 75. Pasi |
| 54. Madiga | 76. Patial, Patikar, Patratanti, Patua |
| 55. Mahuria | 77. Rajna |
| 1 [56. Mala, Jhala, Malo, Zala, Malha, Jhola] | 78. Relli |
| 57. Mang | 3 [79. Sabakhia, Sualgiri, Swalgiri] |
| 58. Mangan | 80. Samasi |
| 59. Mehra, Mahar | 81. Sanei |
| 60. Mehtar, Bhangi | 82. Sapari |
| 61. Mewar | 83. Sauntia, Santia |
| 62. Mundapotta | 84. Sidhria |
| 63. Musahar | 85. Sinduria |
| 64. Nagarchi | 1[86. Siyal, Khajuria] |
| 65. Namasudra | 87. Tamadia |
| 66. Paidi | 88. Tamudia |
| 67. Paimda | 89. Tanla |
| 68. Pamidi | 4* * * |
| 2[69. Pan, Pano, Buna Pana, Desua Pana, Buna Pano] | 5[91. Turi, Betra] |
| 70. Panchama | 92. Ujia |
| 71. Panika | 93. Valamiki, Valmiki |
| 72. Panka | 6[94. Mangali (in Koraput and Kalahandi districts) |
| | 95. Mirgan (in Navrangpur districts).] |

PART XIV.—Punjab

- | | |
|---|-------------------------------|
| 1. Ad Dharmi | 20. Khatik |
| 2. Balmiki, Chura, Bhangi | 21. Kori, Koli |
| 3. Bangali | 22. Marija, Marecha |
| 4. Barar, Burar, Berar | 1 [23. Mazhabi, Mazhabi Sikh] |
| 1 [5. Batwal, Barwala] | 24. Megh |
| 6. Bauria, Bawaria | 25. Nat |
| 7. Bazigar | 26. Od |
| 8. Bhanjra | 27. Pasi |
| 7[9. Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi, Ramdasia, Ramdasia Sikh, Ravidasia, Ravidasia Sikh] | 28. Perna |
| 10. Chanal | 29. Pherera |
| 11. Dagi | 30. Sanhai |
| 12. Darain | 31. Sanhal |
| 13. Deha, Dhaya, Dhea | 32. Sansi, Bhedkut, Manesh |
| 14. Dhanak | 33. Sansoi |
| 15. Dhogri, Dhangri, Siggi | 34. Sapela |
| 16. Dumna, Mahasha, Doom | 35. Sarera |
| 17. Gagra | 36. Sikligar |
| 18. Gandhila, Gandil Gondola | 37. Sirkiband. |
| 19. Kabirpanthi, Julaha | 6 [38. Mochi.] |
| | 8 [39. Mahatam, Rai Sikh] |

1. Subs. by Act 61 of 2002, s. 2 and the First Sch.,
2. Subs. by Act 34 of 2014, s.2.
3. Subs. by Act 17 of 2017, s.2.
4. Omitted by Act 25 of 2002, s. 2.
5. Subs, by Act., 4 of 2015, s.2.

6. Ins. by Act 25 of 2002, s. 2.
7. Subs. by Act 25 of 2002, s. 2.
8, Ins. by Act, 31 of 2007, s.2.

PART XV. — Rajasthan

1. Adi Dharmi
2. Aheri
3. Badi
4. Bagri, Bagdi
5. Bairwa, Berwa
6. Bajgar
7. Balai
8. Bansphor, Bansphod
9. Baori
10. Bargi, Vargi, Birgi
11. Bawaria
12. Bedia, Beria
13. Bhand
14. Bhangi, Chura, Mehtar, Olgana, Rukhi, Malkana, Halalkhor, Lalbegi, Balmiki, Valmiki, Korar, Zadmali
15. Bidakia
16. Bola
17. Chamar, Bhambhi, Bambhi, Bhambi, Jatia, Jatav, Jatava, Mochi, Raidas, Rohidas, Regar, Raigar, Ramdasia, Asadaru, Asodi, Chamadia, Chambhar, Chamgar, Haralayya, Harali, Khalpa, Machigar, Mochigar, Madar, Madig, Telugu Mochi, Kamati Mochi, Ranigar, Rohit, Samgar
18. Chandal
19. Dabgar
20. Dhanak, Dhanuk
21. Dhankia
22. Dhobi
23. Dholi
24. Dome, Dom
25. Gandia
26. Garanacha, Gancha
27. Garo, Garura, Gurda, Garoda
28. Gavaria
29. Godhi
30. Jingar
31. Kalbelia, Sapera
32. Kamad, Kamadia
33. Kanjar, Kunjar
34. Kapadia Sansi
35. Khangar
36. Khatik
37. Koli, Kori
38. Kooch Band, Kuchband
39. Korla
40. Madari, Bazigar
41. Mahar, Taral, Dhegumegu
42. Mahyavanshi, Dheda, Dheda, Vankar, Maru Vankar
43. Majhabhi
44. Mang, Matang, Minimadig
45. Mang Garodi, Mang Garudi
46. Megh, Meghval, Meghwal, Menghvar
47. Mehar
48. Nat, Nut
49. Pasi
50. Rawal
51. Salvi
52. Sansi
53. Santia, Satia
54. Sarbhangi
55. Sargara
56. Singiwala
57. Thori, Nayak
58. Tirgar, Tirbanda
59. Turi.

PART XVI.—Tamil Nadu

1. Adi Andhra
2. Adi Dravida
3. Adi Karnataka
4. Ajila
5. Arunthathiyar
6. Ayyanavar (in Kanyakumari district and Shenkottah taluk of Tirunelveli district)
7. Baira
8. Bakuda
9. Bandi
10. Bellara
11. Bharatar (in Kanyakumari district and Shenkottah taluk of Tirunelveli district)
12. Chakkiliyan
13. Chalavadi
14. Chamar, Muchi
15. Chandala
31. Kavara (in Kanyakumari district and Shenkottah taluk of Tirunelveli district)
32. Koliyan
16. Cheruman
17. Devendrakulathan
18. Dom, Dombara, Paidi, Pano
19. Domban
20. Godagali
21. Godda
22. Gosangi
23. Holey
24. Jaggali
25. Jambuvulu
26. Kadaiyan
27. Kakkalan (in Kanyakumari district and Shenkottah taluk of Tirunelveli district)
28. Kalladi
29. Kanakkan, Padanna (in the Nilgiris district)
30. Karimpalan
56. Paraiyan, Parayan, Sambavar
57. Paravan (in Kanyakumari district and Shenkottah taluk of Tirunelveli district)

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|---|---|
| 33. Koosa | 58. Pathiyan (in Kanyakumari district and Shenkottah taluk of Tirunelveli district) |
| 34. Kootan, Koodan (in Kanyakumari district and Shenkottah taluk of Tirunelveli district) | 59. Pulayan, Cheramar |
| 35. Kudumban | 60. Puthirai Vannan |
| 36. Kuravan, Sidhanar | 61. Raneyar |
| 37. Madari | 62. Samagara |
| 38. Madiga | 63. Samban |
| 39. Maila | 64. Sapari |
| 40. Mala | 65. Semman |
| 41. Mannan (in Kanyakumari district and Shenkottah taluk of Tirunelveli district) | 66. Thandan (in Kanyakumari district and Shenkottah taluk of Tirunelveli district) |
| 42. Mavilan | 67. Thoti |
| 43. Moger | 68. Tiruvalluvar |
| 44. Mundala | 69. Vallon |
| 45. Nalakeyava | 70. Valluvan |
| 46. Nayadi | 71. Vannan (in Kanyakumari district and Shenkottah taluk of Tirunelveli district) |
| 47. Padannan (in Kanyakumari district and Shenkottah taluk of Tirunelveli district) | 72. Vathiriyar |
| 48. Pagadai | 73. Velan |
| 49. Pallan | 74. Vetan (in Kanyakumari district and Shenkottah taluk of Tirunelveli district) |
| 50. Palluvan | 75. Vettiyan |
| 51. Pambada | 76. Vettuvan (in Kanyakumari district and Shenkottah taluk of Tirunelveli district) |
| 52. Panan (in Kanyakumari district and Shenkottah taluk of Tirunelveli district) | |
| 53. Panchama | |
| 54. Pannadi | |
| 55. Panniandi | |

PART XVII.—Tripura

- | | |
|---|----------------------------------|
| 1. Bagdi | 18. Keot |
| 2. Bhuimali | 19. Khadit |
| 3. Bhunar | 20. Kharia |
| 1[4. Chamar, Muchi, Chamar –Rohidas, Chamar-Ravidas] | 21. Koch |
| 5. Dandasi | 22. Koir |
| 6. Dhenuar | 23. Kol |
| 1[7. Dhoba, Dhobi] | 24. Kora |
| 8. Dum | 25. Kotal |
| 9. Ghasi | 26. Mahisyadas |
| 10. Gour | 27. Mali |
| 11. Gur | 28. Mehtor |
| 1[12. Jalia Kaibarta, Jhalo-Malo] | 29. Musahar |
| 13. Kahar | 30. Namasudra |
| 14. Kalindi | 31. Patni |
| 15. Kan | 32. Sabar. |
| 16. Kanda | 2 [33. Dhuli, Sabdakar, Badyakar |
| 17. Kanugh | 34. Natta, Nat.] |

1. Subs. by Act 34 of 2014, s. 2.

2. Ins. by Act 61 of 2002, s. 2 and the First Sch.

PART XVIII.—Uttar Pradesh

1. Agariya¹ [excluding Sonbhadra district] }
2. Badhik
3. Badi
4. Baheliya
5. Baiga¹ [excluding Sonbhadra district]
6. Baiswar
7. Bajaniya
8. Bajgi
9. Balahar
10. Balai
11. Balmiki
12. Bangali
13. Banmanus
14. Bansphor
15. Barwar
16. Basor
17. Bawariya
18. Beldar
19. Beriya
20. Bhantu
21. Bhuiya¹ [excluding Sonbhadra district]
22. Bhuyiar
23. Boira
24. Chamar, Dhusia, Jhusia, Jatava
25. Chero¹ [excluding Sonbhadra and Varanasi districts]
26. Dabgar
27. Dhangar
28. Dhanuk
29. Dharkar
30. Dhobi
31. Dom
32. Domar
33. Dusadh
34. Gharami
35. Ghasiya
36. Gond¹ [excluding Mehrajganj, Sidharth Nagar, Basti, Gorakhpur, Deoria, Mau, Azamgarh, Jonpur, Balia, Gazipur, Varanasi, Mirzapur and Sonbhadra districts]
37. Gual
38. Habura
39. Hari
40. Hela
41. Kalabaz
42. Kanjar
43. Kapariya
44. Karwal
45. Khairaha
- 2 [46. Kharwar(excluding Benbansi) (excluding Deoria, Balia, Gazipur, Varanasi and Sonbhadra districts)]
47. Khatik
48. Khorot
49. Kol
50. Kori
51. Korwa
52. Lalbegi
53. Majhwar
54. Mazhabi
55. Musahar
56. Nat
57. Pankha¹ [excluding Sonbhadra and Mirzapur districts]
58. Parahiya¹ [excluding Sonbhadra district]
59. Pasi, Tarmali
60. Patari¹ [excluding Sonbhadra district]
61. Rawat
62. Saharya¹ [excluding Lalitpur district]
63. Sanaurhiya
64. Sansiya
65. Shilpkar
66. Turaiha.

1. Ins. by Act 10 of 2003, s. 3 and the First Sch.

2. Subs. by s.3 and First Sch. ibid, for entry 46.

PART XIX.—West Bengal

1. Bagdi, Duley
2. Bahelia
3. Baiti
4. Bantar
5. Bauri
6. Beldar
7. Bhogta
8. Bhuimali
9. Bhuiya
10. Bind
11. Chamar, Charmakar, Mochi, Muchi, Rabidas, Ruidas, Rishi
12. Chaupal
13. Dabgar
14. Damai (Nepali)
15. Dhoba, Dhobi
16. Doai
17. Dom, Dhangad
18. Dosadh, Dusadh, Dhari, Dharhi
19. Ghasi
20. Gonrhi
21. Halalkhor
- ¹ [22. Hari, Mehtar, Mehtor, Bhangi, Balmiki]
23. Jalia Kaibartta
24. Jhalo Malo, Malo
25. Kadar
26. Kami (Nepali)
27. Kandra
28. Kanjar
29. Kaora
30. Karenga, Koranga
31. Kaur
32. Keot, Keyot
33. Khaira
34. Khatik
35. Koch
36. Konai
37. Konwar
38. Kotal
39. Kurariar
40. Lalbegi
41. Lohar
42. Mahar
43. Mal
44. Mallah
45. Musahar
46. Namasudra
47. Nat
48. Nuniya
49. Paliya
50. Pan, Sawasi
51. Pasi
52. Patni
53. Pod, Poundra
54. Rajbanshi
55. Rajwar
56. Sarki (Nepali)
57. Sunri (excluding Saha)
58. Tiyar
59. Turi.
- ² [60. Chain].

³ [PART XX.—Mizoram

1. Bansphor
2. Bhuinmali or Mali
3. Brittial-Bania or Bania
4. Dhupi or Dhobi
5. Dugla or Dholi
6. Hira
7. Jalkeot
8. Jhalo, Malo or Jhalo-Malo
9. Kaibartta or Jaliya
10. Lalbegi
11. Mahara
12. Mehtar or Bhangi
13. Muchi or Rishi
14. Namasudra
15. Patni
16. Sutradhar.

⁴ [PART XXI.—Arunachal Pradesh

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1. Subs. by Act, 25 of 2002, s. 2.
 2. Subs. by Act, 24 of 2016, s.2.
 3. Ins. by Act 34 of 1986, s. 13 and the First Sch. (w.e.f. 20-2-1987).
 4. Ins. by Act 69 of 1986, s. 16 and the First Sch. (w.e.f. 20-2-1987).
 5. Omitted by Act 61 of 2002, s. 2 and First Sch.

1 [PART XXII—Goa

1. Bhangi (Hadi)
2. Chambhar
3. Mahar
4. Mahyavanshi (Vankar)
5. Mang.]

2 [PART XXIII.—Chhattisgarh

1. Audhelia
2. Bagri, Bagdi
3. Bahna, Bahana
4. Balahi, Balai
5. Banchada
6. Barahar, Basod
7. Bargunda
8. Basor, Burud, Bansor, Bansodi, Bansphor, Basar
9. Bedia
10. Beldar, Sunkar
11. Bhangi, Mehtar, Balmiki, Lalbegi, Dharkar
12. Bhanumati
13. Chadar
14. Chamar, Chamari, Bairwa, Bhambhi, Jatav, Mochi, Regar, Nona, Rohidas, Ramnami, Satnami, Surjyabanshi, Surjyaramnami, Ahirwar, Chamar, Mangan, Raidas
15. Chidar
16. Chikwa, Chikvi
17. Chitar
18. Dahait, Dahayat, Dahat
19. Dewar
20. Dhanuk
21. Dhed, Dher
22. Dohor
23. Dom, Dumar, Dome, Domar, Doris
24. Ganda, Gandhi
25. Ghasi, Ghasia, Sais, Sahis, Sarathi, Soot-Sarathi, Thanwar]
26. Holiya
27. Kanjar
28. Katia, Patharia
29. Khatik
30. Koli, Kori
31. Khangar, Kanera, Mirdha
32. Kuchbandhia
33. Mahar, Mehra, Mehar
34. Mang, Mang Garodi, Mang Garudi, Dankhani Mang, Mang Mahasi, Madari, Garudi, Radhe Mang
35. Meghwal
36. Moghia
37. Muskhan
38. Nat, Kalbelia, Sapera, Navdigar, Kubutar
39. Pasi
40. Rujjhar
41. Sansi, Sansia
42. Silawat
43. Zamral]
44. Turi].

1. Ins. by Act 18 of 1987, s. 19 and the First Sch. (w.e.f. 30-5-1987).

2. Ins. by Act 28 of 2000, s.19 and the Third Sch. (w.e.f. 1-11-2000).

3. Subs. by Act, 24 of 2016, s.2.

4. Ins. by Act 31 of 2007, s. 2.

1 [PART XXIV.—2{Uttarakhand}

1. Agaria
2. Badhik
3. Badi
4. Baheliya
5. Baiga
6. Baiswar
7. Bajaniya
8. Bajgi
9. Balhar
10. Balai
11. Balmiki
12. Bangali
13. Banmanus
14. Bansphor
15. Barwar
16. Basor
17. Bawariya
18. Beldar
19. Beriya
20. Bhantu
21. Bhuiya
22. Bhuyiar
23. Boria
24. Chamar, Dhusia, Jhusia, Jatava
25. Chero
26. Dabgar
27. Dhangar
28. Dhanuk
29. Dharkar
30. Dhobi
31. Dom
32. Domar
33. Dusadh
34. Dharmi
35. Dhariya
36. Gond
37. Gwal
38. Habura
39. Hari
40. Hela
41. Kalabaz
42. Kanjar
43. Kapariya
44. Karwal
45. Khairaha
46. Kharwar (excluding Banvansi)
47. Khatik
48. Kharot
49. Kol
50. Kori
51. Korwa
52. Lalbegi
53. Majhwar
54. Mazhabi
55. Musahar
56. Nat
57. Pankha
58. Parahiya
59. Pasi, Tarmali
60. Patari
61. Sahariya
62. Sanaurhiya
63. Sansiya
64. Shilpkar
65. Turaiha.]

1. Ins. by Act 29 of 2000, s. 24 and the Fifth Sch. (w.e.f. 9-11-2000).

2. Subs. by Act, 4 of 2015, s.2.

[PART-XXV-Telangana

1. Adi Andhra
2. Adi Dravida
3. Anamuk
4. Aray Mala
5. Arundhatiya
6. Arwa Mala
7. Bariki
8. Bavuri
9. Beda (Budga) Jangam
10. Bindla
11. Byagara, Byagari
12. Chachati
13. Chalavadi
14. Chamar, Mochi, Muchi, Chamar-Ravidas, Chamar-Rohidas
15. Chambhar
16. Chandala
17. Dakkal, Dokkalwar
18. Dandasi
19. Dhor
20. Dom, Dombara, Paidi, Pano
21. Ellamalawar, Yellammalawandlu
22. Ghasi, Haddi, Relli, Chanchandi
23. Godari
24. Gosangi
25. Holey
26. Holey Dasari
27. Jaggali
28. Jambuvulu
29. Kolupulvandlu, Pambada, Pambanda, Pambala]
30. Madasi Kuruva, Madari Kuruva
31. Madiga
32. Madiga Dasu, Mashteen
33. Mahar
34. Mala, Mala Ayawaru
35. Mala Dasari
36. Mala Dasu
37. Mala Hannai
38. Malajangam
39. Mala Masti
40. Mala Sale, Nethani
41. Mala Sanyasi
42. Mang
43. Mang Garodi
44. Manne
45. Mashti
46. Matangi
47. Mehtar
48. Mitha Ayyalvar
49. Mundala
50. Paky, Moti, Thoti
51. Pamidi
52. Panchama, Pariah
53. Relli
54. Samagara
55. Samban
56. Sapru
57. Sindhollu, Chindollu
58. Yatala
59. Valluvan.]

1. . Ins. by Act 6 of 2014, s. 28 and the Fifth Sch.

THE CONSTITUTION (SCHEDULED CASTES) 2(UNION TERRITORIES)] ORDER 1951

C.O. 32

In exercise of the powers conferred by clause (1) of article 341 of the Constitution of India, as amended by the Constitution (First Amendment) Act, 1951, the President is pleased to make the following Order, namely:—

1. This Order may be called the Constitution (Scheduled Castes) 2[(Union Territories)] Order, 1951.

2. Subject to the provisions of this Order, the castes, races or tribes or parts of, or groups within, castes or tribes, specified in 3 [Parts I to III] of the Schedule to this Order shall, in relation to the 2[Union territories] to which those parts respectively relate, be deemed to be Scheduled Castes so far as regards members thereof resident in the localities specified in relation to them respectively in those Parts of that Schedule.

4[3. Notwithstanding anything contained in paragraph 2, no person who professes a religion different from the Hindu, 5 [the Sikh or the Buddhist] religion shall be deemed to be a member of a Scheduled Caste.]

6[4. Any reference in this Order to a Union territory in Part I of the Schedule shall be construed as a reference to the territory constituted as a Union territory, as from the first day of November, 1956, any reference to a Union territory in Part II of the Schedule shall be construed as a reference to the territory constituted as a Union territory as from the first day of November, 1966 and any reference to a Union territory in Part III of the Schedule shall be construed as a reference to the territory constituted as a Union territory as from the day appointed under clause (b) of section 2 of the Goa, Daman and Diu Reorganisation Act, 1987.]

2[THE SCHEDULE

PART I.—Delhi

- | | |
|---|---------------------------|
| 1. Adi-Dharmi | 19. Kachhandha |
| 2. Agria | 20. Kanjar or Giarah |
| 3. Aheria | 21. Khatik |
| 4. Balai | 22. Koli |
| 5. Banjara | 23. Lalbegi |
| 6. Bawaria | 24. Madari |
| 7. Bazigar | 25. Mallah |
| 8. Bhangi | 26. Mazhabi |
| 9. Bhil | 27. Meghwal |
| 10. Chamar, Chanwar Chamar, Jatava or Jatav Chamar, Mochi, Ramdasia, Ravidasi, Raidasi, Rehgarh or Raigar | 28. Naribut |
| 11. Chohra (Sweeper) | 7 [29. Nat (Rana), Badi] |
| 12. Chuhra (Balmiki) | 30. Pasi |
| 13. Dhanak or Dhanuk | 31. Perna |
| 14. Dhobi | 32. Sansi or Bhedkut |
| 15. Dom | 33. Sapera |
| 16. Gharranmi | 34. Sikligar |
| 17. Julaha (Weaver) | 35. Singiwala or Kalbelia |
| 18. Kabirpanthi | 36. Sirkiband.] |

1. Published with the Ministry of Law Notifn. No. S.R.O. 1427A, dated the 20th September, 1951, Gazette of India, Extraordinary, 1951, Part II, Section 3, page 1198.

2. Subs. by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956.

3. Subs. by Act 18 of 1987, s. 19 and the First Sch., for "Parts I to IV" (w.e.f. 30-5-1987).

4. Subs. by Act 63 of 1956, s. 3 and the Second Sch.

5. Subs. by Act 15 of 1990, s. 3, for "or the Sikh".

6. Subs. by Act 18 of 1987, s. 19 and the First Sch., for paragraph 4 (w.e.f. 30-5-1987).

7. Subs. by Act 61 of 2002, s. 2 and Second Sch.

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3 [4 [PART II].—Chandigarh

- | | |
|--|------------------------------|
| 1. Ad Dharmi | 19. Khatik |
| 2. Bangali | 20. Kori or Koli |
| 3. Barar, Burar or Berar | 21. Marija or Marecha |
| 5 [4. Batwal, Barwala] | 22. Mazhabi |
| 5. Bauria or Bawaria | 23. Megh |
| 6. Bazigar | 24. Nat |
| 7. Balmiki, Chura or Bhangi | 25. Od |
| 8. Bhanjra | 26. Pasi |
| 9. Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi or Ravidasi | 27. Perna |
| 10. Chanal | 28. Pherera |
| 11. Dagi | 29. Sanhai |
| 12. Darain | 30. Sanhal |
| 13. Dhanak | 31. Sansoi |
| 14. Dhogri, Dhangri or Siggri | 32. Sansi, Bhedkut or Manesh |
| 15. Dumna, Mahasha or Doom | 33. Sapela |
| 16. Gagra | 34. Sarera |
| 17. Gandhila or Gandil Gondola | 35. Sikligar |
| 18. Kabirpanthi or Julaha | 36. Sirkiband.] |

6 [PART III. — Daman and Diu

Throughout the Union territory: —

- | | |
|------------------------|-------------------------|
| 1. Bhangi (Hadi) | 4. Mahyavanshi (Vankar) |
| 5 [2. Chambhar, Mochi] | 5. Mang.] |
| 3. Mahar | |

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|---|--|
| 1. Part II relating to Himachal Pradesh omitted by Act 53 of 1970, s. 19 and the Second Sch. (w.e.f. 25-1-1971). | 5. Subs. by Act 61 of 2002, s. 2 and the Second Sch. |
| 2. Parts III and IV relating to Manipur and Tripura respectively omitted by Act 81 of 1971, s. 25(2) and the Third Sch. (w.e.f. 21-1-1972). | 6. Original Part III relating to Mizoram omitted and Part IV renumbered as Part III by Act 34 of 1986, s. 13 and the Second Sch. (w.e.f. 20-2-1987). Original Part III relating to Arunachal Pradesh omitted by Act 69 of 1986, s. 16 and the Second Sch. (w.e.f. 20-2-1987) and Part III in respect of Daman and Diu ins. by Act 18 of 1987, s. 19 and the First Sch. (w.e.f. 30-5-1987). |
| 3. Added by Act 31 of 1966, s. 27 and the Ninth Sch. (w.e.f. 1-11-1966). | 7. Omitted by Act 34 of 1986, s. 2 and the Second Sch. (w.e.f. 20-2-1987). |
| 4. Part V re-numbered as Part II by Act 81 of 1971, s. 25(2) and the Third Sch. (w.e.f. 21-1-1972). | |

C.O. 52

In exercise of the powers conferred by clause (1) of article 341 of the Constitution of India, the President, after consultation with the Sadar-i-Riyasat of Jammu and Kashmir, is pleased to make the following Order, namely: —

1. This Order may be called the Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.
2. The castes specified in the Schedule to this Order shall, for the purposes of the Constitution, be deemed to be Scheduled Castes in relation to the State of Jammu and Kashmir:

Provided that no person who professes a religion different from the Hindu 2[, the Sikh or the Buddhist] religion.

THE SCHEDULE

- | | |
|---|-------------------------|
| 1. Barwala | 8. Gardi |
| 2. Basith | 9. Jolaha |
| 3. Batwal | 10. Megh or Kabirpanthi |
| 3 [4. Chamar or Ramdasia, Chamar-Ravidas, Chamar-Rohidas] | 11. Ratal |
| 3 [5. Chura, Bhangi, Balmiki, Mehtar] | 12. Saryara |
| 6. Dhyar | 13. Watal. |
| 3 [7. Doom or Mahasha, Dumna] | |

-
1. Published with the Ministry of Law Notifn. No. S.R.O. 3135A, dated the 22nd December, 1956, Gazette of India, Extraordinary, 1956, Part II, Section 3, page 2686A.
 2. Subs. by Act 15 of 1990, s. 6, for "or the Sikh" (w.e.f. 3-6-1990).
 3. Subs. by Act 61 of 2002, s. 2 and the Third Sch.

**1 [THE CONSTITUTION (DADRA AND NAGAR HAVELI) SCHEDULED CASTES ORDER,
1962**

C.O. 64

In exercise of the powers conferred by clause (1) of article 341 of the Constitution of India, the President is pleased to make the following Order, namely:-

1. This Order may be called the Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
2. The castes, races or tribes, or parts of, or groups within, castes, races or tribes specified in the Schedule to this Order, shall, for the purposes of the Constitution, be deemed to be Scheduled Castes in relation to the Union territory of Dadra and Nagar Haveli so far as regards members thereof resident in that Union territory:

Provided that no person, who professes religion different from the Hindu ² [, the Sikh or the Buddhist] religion, shall be deemed to be a member of a Scheduled Caste.

THE SCHEDULE

- | | |
|---------------------------------|--------------------------------|
| 1. Bhangi | 3. Mahar |
| ⁴ [2. Chamar,Rohit] | ³ [4.Mahayavanshi.] |

1. Published with the Ministry of Law Notifn. No. G.S.R. 300, dated the 30th June, 1962, Gazette of India, Extraordinary, 1962, Part II, Section 3, page 389.

2. Subs. by Act 15 of 1990, s. 5, for "or the Sikh" (w.e.f. 3-6-1990).

3. Subs. by Act 61 of 2002, s. 2 and the Fourth Sch.

4. Subs. by Act 4 of 2015, s.3.

1 THE CONSTITUTION 2 (PUDUCHERRY) SCHEDULED CASTES ORDER, 1964

C.O. 68

In exercise of the powers conferred by clause (1) of article 341 of the Constitution of India, the President is pleased to make the following Order, namely:--

1. This Order may be called the Constitution 2(Puducherry) Scheduled Castes Order, 1964.
2. The castes, races or tribes or parts of or groups within castes, races or tribes specified in the Schedule to this Order shall, for the purposes of the Constitution, be deemed to be Scheduled Castes in relation to the Union territory of 2(Puducherry) so far as regards members thereof resident in that Union territory:

Provided that no person, who professes a religion different from the Hindu 3[, the Sikh or the Buddhist] religion shall be deemed to be a member of a Scheduled Caste.

THE SCHEDULE

- | | |
|---------------------|--------------------------|
| 1. Adi Andhra | 9. Pallan |
| 2. Adi Dravida | 10. Parayan, Sambavar |
| 3. Chakkiliyan | 11. Samban |
| 4. Jambuvulu | 12. Thoti |
| 5. Kuravan | 13. Valluvan |
| 6. Madiga | 14. Vetan |
| 7. Mala, Mala Masti | 15. Vettiyan |
| 8. Paky | 4 [16. Puthirai Vannan.] |

1. Published with the Ministry of Law Notifn. No. G.S.R. 419, dated the 5th March, 1964, Gazette of India, Extraordinary, 1964, Part II, Section 3(i), page 327.
2. . Subs. by Act 17 of 2017, s. 3,
3. Subs. by Act 15 of 1990, s. 7, for "or the Sikh" (w.e.f. 3-6-1990).
4. Ins. by Act 61 of 2002, s. 2 and the Fifth Sch.

THE CONSTITUTION (SIKKIM) SCHEDULED CASTES ORDER, 1978

C.O. 110

In exercise of the powers conferred by clause (1) of article 341 of the Constitution of India, the President, after consultation with the Governor of the State of Sikkim, is pleased to make the following order, namely:

—

1. This Order may be called the Constitution (Sikkim) Scheduled Castes Order, 1978.
2. The castes, races or tribes, or parts of, or groups within, castes, races or tribes specified in the Scheduled to this Order, shall, for the purposes of the Constitution, be deemed to be Scheduled Castes in relation to the State of Sikkim so far as regards members thereof resident in that State:

Provided that no person, who professes a religion different from the Hindu², the Sikh or the Buddhist³ religion shall be deemed to be a member of a Scheduled Caste.

THE SCHEDULE

1. Damai (Nepali) ³ ***
2. Kami (Nepali), Lohar (Nepali) 4. Sarki (Nepali).

1. Published with the Ministry of Law, Justice and Company Affairs Notifn. No. G.S.R. 334(E), dated the 22nd June, 1978, Gazette of India, Extraordinary, 1978, Part II, Section 3 (i), page 545(a).

2. Subs. by Act 15 of 1990, s. 7, for "or the Sikh" (w.e.f. 3-6-1990).

3. Omitted by Act.34 of 2014, s.3.

State/Union Territory-wise list of Scheduled Tribes in India

Andhra Pradesh

- | | | | |
|------------------------|------------------------|-------------------------|-------------------------|
| 1. Andh, Sadhu Andh | 15. Kondareddis | 20. Malis | Godavari and West |
| 2. Bagata | 16. Kondhs, Kodi, | 21. Manna Dhora | Godavari districts) |
| 3. Bhil | Kodhu, Desaya | 22. Mukha Dhora, | 31. Yenadis, Chella |
| 4. Chenchu | Kondhs, Dongria | Nooka Dhora | Yenadi, Kappala |
| 5. Gadabas, Bodo | Kondhs, Kuttiya | 23. Nayaks (in the | Yenadi, Manchi |
| Gadaba, Gutob | Kondhs, Tikiria | Agency tracts) | Yenadi, Reddi |
| Gadaba, Kallayi | Kondhs, Yenity | 24. Pardhan | Yenadi |
| Gadaba, Parangi | Kondhs, Kuinga | 25. Porja, Parangiperja | 32. Yerukulas, Koracha, |
| Gadaba, Kathera | 17. Kotia, Benthoriya, | 26. Reddi Dhoras | Dabba Yerukula, |
| Gadaba, Kapu | Bartika, Dulia, | 27. Rona, Rena | Kunchapuri |
| Gadaba | Holva, Sanrona, | 28. Savaras, Kapu | Yerukula, Uppu |
| 6. Gond, Naikpod, | Sidhopaiko | Savaras, Maliya | Yerukula |
| Rajgond, Koitur | 18. Koya, Doli Koya, | Savaras, Khutto | 33. Nakkala, Kurvikaran |
| 7. Gouda (in the | Gutta Koya, | Savaras | 34. Dhulia, Paiko, |
| Agency tracts) | Kammara Koya, | 29. Sugalis, Lambadis, | Putiya (in the |
| 8. Hill Reddis | Musara Koya, Oddi | Banjara | districts of |
| 9. Jatapus | Koya, Pattidi Koya, | 30. Valmiki (Scheduled | Vishakhapatnam |
| 10. Kammara | Rajah, Rasha Koya, | Areas of | and Vijayanagaram) |
| 11. Kattunayakan | Lingadhari Koya | Vishakhapatnam, | |
| 12. Kolam, Kolawar | (ordinary), Kottu | Srikakulam, | |
| 13. Konda Dhoras, Kubi | Koya, Bhine Koya, | Vijayanagram, East | |
| 14. Konda Kapus | Rajkoya | | |
| | 19. Kulia | | |

Arunachal Pradesh

All tribes in the State including:

- | | | | |
|------------|------------------------|---------------------|------------|
| 1. Abor | 5. Galo | 9. Momba | 13. Hrusso |
| 2. Aka | 6. Khampati | 10. Any Naga tribes | 14. Tagin |
| 3. Apatani | 7. Howa | 11. Sherdukpen | 15. Khamba |
| 4. Nyishi | 8. Mishmi, Idu, Taroan | 12. Singpho | 16. Adi |

Assam

- | | | | |
|---|-------------------------------|--|---|
| I. In the autonomous Districts of Karbi Anglong and North Cachar Hills. | (viii) Hanneng | (xxviii) Riang | excluding the autonomous districts of Karbi Anglong and North Cachar Hills: |
| 1. Chakma | (ix) Haokip, Haupt | (xxix) Sairhem | 1. Barmans in Cachar |
| 2. Dimasa, Kachari | (x) Haolai | (xxx) Selnam | 2. Boro, Borokachari |
| 3. Garo | (xi) Hengna | (xxxi) Singson | 3. Deori |
| 4. Hajong | (xii) Hongsungh | (xxxii) Sitlhou | 4. Hojai |
| 5. Hmar | (xiii) Hrangkhwal, Rangkhoh | (xxxiii) Sukte | 5. Kachari, Sonwal |
| 6. Khasi, Jaintia, Synteng, Pnar, War, Bhoi, Lyngngam | (xiv) Jongbe | (xxxiv) Thado | 6. Lalung |
| 7. Any Kuki tribes, including: - | (xv) Khawchung | (xxxv) Thangngeu | 7. Mech |
| (i) Biate, Biete | (xvi) Khawathlang, Khothalong | (xxxvi) Uibuh | 8. Miri |
| (ii) Changsan | (xvii) Khelma | (xxxvii) Vaiphei | 9. Rabha |
| (iii) Chongloi | (xviii) Kholhou | 8. Lakher | 10. Dimasa |
| (iv) DOUNGEL | (xix) Kipgen | 9. Man (Tai speaking) | 11. Hajong |
| (v) Gamalhou | (xx) Kuki | 10. Any Mizo (Lushai) tribes | 12. Singhpho |
| (vi) Gangte | (xxi) Lengthang | 11. Karbi | 13. Khampti |
| (vii) Guite | (xxii) Lhangum | 12. Any Naga tribes | 14. Garo |
| | (xxiii) Lhoujem | 13. Pawi | |
| | (xxiv) Lhouvun | 14. Syntheng | |
| | (xxv) Lumpheng | 15. Lalung | |
| | (xxvi) Mangjel | II. In the State of Assam including the Bodo land territorial Areas District and | |
| | (xxvii) Misao | | |

Bihar

- | | | | |
|-----------------|--------------------------------------|------------------------------------|--------------------|
| 1. Asur, Agaria | 13. Gorait | 21. Korwa | 29. Sauria Paharia |
| 2. Baiga | 14. Ho | 22. Lohara, Lohra | 30. Savar |
| 3. Banjara | 15. Karmali | 23. Mahli | 31. Kawar |
| 4. Bathudi | 16. Kharia, Dhelki | 24. Mal Paharia, Kumarbhag Paharia | 32. Kol |
| 5. Bedia | 17. Kharia, Dudh Kharia, Hill Kharia | 25. Munda, Patar | 33. Tharu |
| 6. Omitted | 18. Kharwar | 26. Oraon, Dhangar (Oraon) | |
| 7. Binjhia | 19. Khond | 27. Parhaiya | |
| 8. Birhor | 20. Kisan, Nagesia | 28. Santal | |
| 9. Birjia | 21. Kora, Mudi-Kora | | |
| 10. Chero | | | |
| 11. Chik Baraik | | | |
| 12. Gond | | | |

Chhattisgarh

1. Agariya
2. Andh
3. Baiga
4. Bhaina
5. Bharia Bhumia, Bhuinhar Bhumia, Bhumiya, Bharia, Paliha, Pando
6. Bhattra
7. Bhil, Bhilala, Barela, Patelia
8. Bhil Mina
9. Bhunjia
10. Biar, Biyar
11. Binjhar
12. Birhul, Birhor
13. Damor, Damaria
14. Dhanwar
15. Gadaba, Gadba
16. Gond, Arakh, Arrakh, Agaria, Asur, Abujh Maria, Badi Maria, Bada Maria, Bhatola, Bhimma, Bhuta, Koilabhuta, Koliabhuti, Bhar, Bisonhorn Maria, Chota Maria, Dandami Maria, Dhuru, Dhurwa, Dhoba, Dhulia, Dorla, Gaiki, Gatta, Gatti, Gaita, Gond
17. Halba, Halbi
18. Kamar
19. Karku
20. Kawar, Kanwar, Kaur, Cherwa, Rathia, Tanwar, Chhatri
21. Khairwar, Kondar
22. Kharia
23. Kondh, Khond, Kandh
24. Kol
25. Kolam
26. Korku, Bopchi, Mouasi, Nihal, Nahul Bondhi, Bondeya
27. Korwa, Hill Korwa, Kodaku
28. Majhi
29. Majhwar
30. Mawasi
31. Munda
32. Nagesia, Nagasia
33. Oraon, Dhanka, Dhangad
34. Pao
35. Pardhan, Pathari, Saroti
36. Pardhi, Bahelia, Bahellia, Chita Pardhi, Langoli Pardhi, Phans Pardhi, Shikari, Takankar, Takia [In (i) Bastar, Dantewara, Kanker, Raigarh, Jashpurnagar, Surguja and Korba districts, and (ii) Katghora, Pali, Kartala and Korba tahsils of Korba district, (iii) Bilaspur, Pendra, Kota and Takhatpur tahsils of Bilaspur district, (iv) Durg, Patan
37. Parja
38. Sahariya, Saharia, Sehariya, Sehria, Sosia, Sor
39. Saonta, Saunta
40. Saur
41. Sawar, Sawara
42. Sonr
- Gunderdehi, Dhamdha, Balod, Gurur and Dondilohara tahsils of Durg district, (v) Chowki, Manpur and Mohala Revenue Inspector Circles of Rajnandgaon district, (vi) Mahasamund Saraipali and Basna tahsils of Mahasamund district, (vii) Bindra-Navagarh Rajim and Deobhog tahsils of Raipur district, and (viii) Dhamtari, Kurud and Sihava tahsils of Dhamtari district

Goa

1. Dhodia
2. Dubla (Halpati)
3. Naikda (Talavia)
4. Siddi (Nayaka)
5. Varli
6. Kunbi
7. Gawda
8. Velip

Gujarat

1. Barda
2. Bavacha, Bamcha
3. Bharwad (in the Nesses of the forests of Alech, Barada and Gir)
4. Bhil, Bhil Garasia, Dholi Bhil, Dungri Bhil, Dungri Garasia, Mewasi Bhil, Rawal Bhil, Tadvi Bhil, Bhagalia, Bhilala, Pawra, Vasava, Vasave.
5. Charan (in the Nesses of the forests of Alech, Barada and Gir)
6. Chaudhri (in Surat and Valsad districts)
7. Chodhara
8. Dhanka, Tadvi, Tetaria, Valvi
9. Dhodia, Dhodi
10. Dubla, Talavia, Halpati
11. Gamit, Gamta, Gavit, Mavchi, Padvi
12. Gond, Rajgond
13. Kathodi, Katkari, Dhor Kathodi, Dhor Katkari, Son Kathodi, Son Katkari
14. Kokna, Kokni, Kukna
15. Omitted
16. Koli Dhor, Tokre Koli, Kolcha, Kolgha
17. Kunbi (in the Dangs district)
18. Naikda, Nayaka, Cholivala Nayaka, Kapadia Nayaka, Mota Nayaka, Nana Nayaka
19. Padhar
20. Omitted
21. Pardhi, Advichincher, Phanse Pardhi (excluding Amreli, Bhavanagar, Jamnagar, Junagadh, Kutch, Rajkot and Surendranagar districts)
22. Patelia
23. Pomla
24. Rabari (in the Nesses of the forests of Alech, Barada and Gir)
25. Rathawa
26. Siddi, Siddi-Badshan (in Amreli, Bhavnagar, Jamnagar, Junagadh, Rajkot and Surendranagar districts)
27. Omitted
28. Varli
29. Vitola, Kotwalia, Barodia
30. Bhil, Bhilala, Barela, Patelia
31. Tadvi Bhil, Bawra, Vasave,
32. Padvi.

Himachal Pradesh

1. Bhot, Bodh
2. Gaddi
3. Gujjar
4. Jad, Lamba, Khampa
5. Kanaura, Kinnara
6. Lahaula
7. Pangwala
8. Swangla
9. Beta, Beda
10. Domba, Gara, Zoba

Jammu & Kashmir

1. Balti
2. Beda
3. Bot, Boto
4. Brokpa, Drokpa, Dard, Shin
5. Changpa
6. Garra
7. Mon
8. Purigpa
9. Gujjar
10. Bakarwal
11. Gaddi
12. Sippi

Jharkhand

1. Asur, Agaria
2. Baiga
3. Banjara
4. Bathudi
5. Bedia
6. Binjhia
7. Birhor
8. Birjia
9. Chero
10. Chik Baraik
11. Gond
12. Gorait
13. Ho
14. Karmali
15. Kharia, Dhelki Kharia, Dudh Kharia, Hill Kharia
16. Kharwar
17. Khond
18. Kisan, Nagesia
19. Kora, Mudi-Kora
20. Korwa
21. Lohra
22. Mahli
23. Mal Paharia, Kumarbhag Paharia
24. Munda, Patar
25. Oraon, Dhangar (Oraon)
26. Parhaiya
27. Santhal
28. Sauria Paharia
29. Savar
30. Bhumij
31. Kawar
32. Kol

Karnataka

1. Adiyen
2. Barda
3. Bavacha, Bamcha
4. Bhil, Bhil Garasia, Dholi Bhil, Dungri Bhil, Dungri Garasia, Mewasi Bhil, Rawal Bhil, Tadvi Bhil, Bhagalga, Bhilala, Pawra, Vasava, Vasave
5. Chenchu, Chenchwar
6. Chodhara
7. Dubla, Talavia, Halpati
8. Gamit, Gamta, Gavit, Mavchi, Padv, Valvi
9. Gond, Naikpod, Rajgond
10. Gowdalu
11. Hakkipikki
12. Hasalaru
13. Irular
14. Iruliga
15. Jenu Kuruba
16. Kadu Kuruba
17. Kammara (in South Kanara district and Kollegal taluk of Mysore district)
18. Kaniyan, Kanyan (in Kollegal taluk of Mysore district)
19. Kathodi, Katkari, Dhor Kathodi, Dhor Katkari, Son Kathodi, Son Katkari
20. Kattunayakan
21. Kokna, Kokni, Kukna
22. Koli Dhor, Tokre Koli, Kolcha, Kolgha
23. Konda Kapus
24. Koraga
25. Kota
26. Koya, Bhine Koya, Rajkoya
27. Kudiya, Melakudi
28. Kuruba (in Coorg district)
29. Kurumans
30. Maha Malasar
31. Malaikudi
32. Malasar
33. Malayekandi
34. Maleru
35. Maratha (in Coorg district)
36. Marati (in south Kanara district)
37. Meda, Medara, Medari, Gauriga, Burud
38. Naikda, Nayaka, Cholivala Nayaka, Kapadia Nayaka, Mota Nayaka, Nana Nayaka, Naik, Nayak, Beda, Bedar, and Valmiki.
39. Palliyan
40. Paniyan
41. Pardhi, Advichincher, Phanse Pardhi, Haranshikari
42. Patelia
43. Rathawa
44. Sholaga
45. Soligaru
46. Toda
47. Varli
48. Vitolia, Kotwalia, Barodia
49. Yerava
50. Siddi (in Uttar Kannada district)

Kerala

1. Adiyen
2. Arandan, Aranadan
3. Eravallan
4. Hill Pulaya, Mala Pulayan, Kurumba Pulayan, Karavazhi Pulayan, Pamba Pulayan
5. Irular, Irulan
6. Kadar, Wayanad Kadar
7. Omitted
8. Kanikaran, Kanikkar
9. Kattunayakan
10. Kochuvelan
11. Omitted
12. Omitted
13. Koraga
14. Omitted
15. Kudiya, Melakudi
16. Kurichchan, Kurichiyen
17. Kurumans, Mulla Kuruman, Mulla Kuruman, Mala Kuruman
18. Kurumbas, Kurumbar, Kurumban
19. Maha Malasar
20. Malai Arayan, Mala Arayan
21. Malai Pandaram
22. Malai Vedan, Malavedan
23. Malakkuravan
24. Malasar
25. Malayan, Nattu Malayan, Konga Malayan (excluding the areas comprising the Kasargode, Connanore, Wayanad and Kozhikode districts)
26. Malayarayar
27. Mannan
28. Marati (of the Hosdurg and Kasargod Taluks of Kasargod District)
29. Muthuvan, Mudugar, Muduvan
30. Palleyan, Palliyan, Palliyar, Paliyan
31. Omitted
32. Omitted
33. Paniyan
34. Ulladan, Ullatan
35. Uraly
36. Mala Vettuvan (in Kasargode and Kannur districts)
37. Ten Kurumban, Jenu Kurumban
38. Thachanadan, Thachanadan Moopan
39. Cholanaickan
40. Mavilan
41. Karimpalan
42. Vetta Kuruman
43. Mala Panickar

Madhya Pradesh

- | | | | |
|--------------------|--------------------|----------------------|--------------------|
| 1. Agariya | Khatola, Koitar, | 31. Mawasi | (iv) Patan tahsil |
| 2. Andh | Koya, Khirwar, | 32. Omitted | and Sihora and |
| 3. Baiga | Khirwara, Kucha | 33. Munda | Majholi blocks of |
| 4. Bhaina | Maria, Kuchaki | 34. Nagesia, | Jabalpur district, |
| 5. Bharia Bhumia, | Maria, Madia, | Nagasia | (v) Katni |
| Bhuinhar | Maria, Mana, | 35. Oraon, Dhanka, | (Murwara) and |
| Bhumia, | Mannewar, | Dhangad | Vijaya |
| Bhumiya, Bharia, | Moghya, Mogia, | 36. Panika [in | Raghogarh |
| Paliha, Pando | Monghya, Mudia, | (i) Chhatarpur, | tahsils and |
| 6. Bhattra | Muria, Nagarchi, | Panna, Rewa, | Bahoriband and |
| 7. Bhil, Bhilala, | Nagwanshi, | Satna, Shahdol, | Dhemerkheda |
| Barela, Patelia | Ojha, Raj, | Umaria, Sidhi | blocks of Katni |
| 8. Bhil Mina | Sonjhari | and Tikamgarh | district, |
| 9. Bhunjia | Jhareka, Thatia, | districts, and | (vi) |
| 10. Biar, Biyar | Thotya, Wade | (ii) Sevda and | Hoshangabad , |
| 11. Binjhar | Maria, Vade | Datia tehsils of | Babai, |
| 12. Birhul, Birhor | Maria, Daroi | Datia district] | Sohagpur, |
| 13. Damor, Damaria | 17. Halba, Halbi | 37. Pao | Pipariya and |
| 14. Dhanwar | 18. Kamar | 38. Pardhan, | Bankhedi tah sils |
| 15. Gadaba, Gadba | 19. Karku | Pathari, Saroti | and Kesla block |
| 16. Gond; Arakh, | 20. Kawar, Kanwar, | 39. Omitted | of Hoshangabad |
| Arrakh, Agaria, | Kaur, Cherwa, | 40. Pardhi, Bahelia, | district, |
| Asur, Badi Maria, | Rathia, Tanwar, | Bahellia, Chita | (vii) Narsinghpur |
| Bada Maria, | Chattri | Pardhi, Langoli | district, and |
| Bhatola, | 21. (Omitted) | Pardhi, Phans | (viii) Harsud |
| Bhimma, Bhuta, | 22. Khairwar, | Pardhi, Shikari, | Tahsil of |
| Koilabhuta, | Kondar | Takankar, Takia | Khandwa district] |
| Koliabhuti, Bhar, | 23. Kharia | [In | 41. Parja |
| Bisonhorn Maria, | 24. Kondh, Khond, | (i) Chhindwara, | 42. Sahariya, |
| Chota Maria, | Kandh | Mandla, Dindori | Saharia, |
| Dandami Maria, | 25. Kol | and Seoni | Seharia, Sehria, |
| Dhuru, Dhurwa, | 26. Kolam | districts, | Sosia, Sor |
| Dhoba, Dhulia, | 27. Korku, Bopchi, | (ii) Baihar Tahsil | 43. Saonta, Saunta |
| Dorla, Gaiki, | Mouasi, Nihal, | of Balaghat | 44. Saur |
| Gatta, Gatti, | Nahul Bondhi, | District, | 45. Sawar, Sawara |
| Gaita, Gond | Bondeya | (iii) Betul, | 46. Sonr |
| Gowari, Hill | 28. Korwa, Kodaku | Bhainsdehi and | |
| Maria, Kandra, | 29. Majhi | Shahpur tahsils | |
| Kalanga, | 30. Majhwar | of Betul district, | |

Maharashtra

- | | | | |
|--------------------------|----------------------|----------------------------|---------------------------|
| 1. Andh | 18. Gond, Rajgond, | 19. Halba, Halbi | Kapadia Nayaka, |
| 2. Baiga | Arakh, Arrakh, | 20. Kamar | Mota Nayaka, Nana |
| 3. Barda | Agaria, Asur, Badi | 21. Kathodi, Katkari, | Nayaka |
| 4. Bavacha, Bamcha | Maria, Bada Maria, | Dhor Kathodi, Dhor | 36. Oraon, Dhangad |
| 5. Bhaina | Bhatola, Bhimma, | Kathkari, Son | 37. Pardhan, Pathari, |
| 6. Bharia Bhumia, | Bhuta, Koilabhuta, | Kathodi, Son Katkari | Saroti |
| Bhuhinar Bhumia, | Koilabhuti, Bhar, | 22. Kawar, Kanwar, | 38. Pardhi, Advichincher, |
| Pando | Bisonhorn Maria, | Kaur, Cherwa, | Phans Pardhi, |
| 7. Bhattra | Chota Maria, | Rathia, Tanwar, | Phanse Pardhi, |
| 8. Bhil, Bhil Garasia, | Dandami Maria, | Chattri | Langoli Pardhi, |
| Dholi Bhil, Dungri | Dhuru, Dhurwa, | 23. Khairwar | Bahelia, Bahellia, |
| Bhil, Dungri Garasia, | Dhoba, Dhulia, | 24. Kharia | Chita Pardhi, Shikari, |
| Mewasi Bhil, Rawal | Dorla, Gaiki, Gatta, | 25. Kokna, Kokni, Kukna | Takankar, Takia |
| Bhil, Tadvi Bhil, | Gatti, Gaita, Gond | 26. Kol | 39. Parja |
| Bhagalia, Bhilala, | Gowari, Hill Maria, | 27. Kolam, Mannervarlu | 40. Patelia |
| Pawra, Vasava, | Kandra, Kalanga, | 28. Koli Dhor, Tokre Koli, | 41. Pomla |
| Vasave | Khatola, Koitar, | Kolcha, Kolgha | 42. Rathawa |
| 9. Bhunjia | Koya, Khirwar, | 29. Koli Mahadev, | 43. Sawar, Sawara |
| 10. Binjhwar | Khirwara, Kucha | Dongar Koli | 44. Thakur, Thakar, Ka |
| 11. Birhul, Birhor | Maria, Kuchaki | 30. Koli Malhar | Thakur, Ka Thakar, |
| 12. Omitted | Maria, Madia, Maria, | 31. Kondh, Khond, | Ma Thakur, Ma |
| 13. Dhanka, Tadvi, | Mana, Mannewar, | Kandh | Thakar |
| Tetaria, Valvi | Moghya, Mogia, | 32. Korku, Bopchi, | 45. Omitted |
| 14. Dhanwar | Monghya, Mudia, | Mouasi, Nihal, Nahul, | 46. Varli |
| 15. Dhodia | Muria, Nagarchi, | Bondhi, Bondeya | 47. Vitolia, Kotwalia, |
| 16. Dubla, Talavia, | Naikpod, Nagwanshi, | 33. Koya, Bhine Koya, | Barodia |
| Halpati | Ojha, Raj, Sonjhari | Rajkoya | |
| 17. Gamit, Gamta, Gavit, | Jhareka, Thatia, | 34. Nagesia, Nagasia | |
| Mavchi, Padvi | Thotya, Wade Maria, | 35. Naikda, Nayaka, | |
| | Vade Maria. | Cholivala Nayaka, | |

Manipur

- | | | | |
|------------------|---------------------|-----------------------|----------------------|
| 1. Aimol | 9. Kacha Naga, | 17. Any Mizo (Lushai) | 26. Tangkhul |
| 2. Anal | Liangmai, Zeme | Tribes | 27. Thadou |
| 3. Angami | 10. Koirao, Thangal | 18. Monsang | 28. Vaiphei |
| 4. Chiru | 11. Koireng | 19. Moyon | 29. Zou |
| 5. Chothe | 12. Kom | 20. Paite | 30. Poumai Naga |
| 6. Gangte | 13. Lamgang | 21. Purum | 31. Tarao |
| 7. Hmar | 14. Mao | 22. Ralte | 32. Kharam |
| 8. Kabui, Inpui, | 15. Maram | 23. Sema | 33. Any Kuki tribes. |
| Rongmei | 16. Maring | 24. Simte | 34. Mate |
| | | 25. Suhte | |

Meghalaya

- | | | | |
|---|------------------------------|-----------------|------------------------------|
| 1. Chakma | vii. Guite | xxi. Lengthang | xxxvii. Vaiphei |
| 2. Dimasa, Kachari | viii. Hanneng | xxii. Lhangum | 8. Lakher |
| 3. Garo | ix. Haokip, Hauptit | xxiii. Lhoujem | 9. Man (Tai Speaking) |
| 4. Hajong | x. Haolai | xxiv. Lhouvun | 10. Any Mizo (Lushai) tribes |
| 5. Hmar | xi. Hengna | xxv. Lupheng | 11. Mikir |
| 6. Khasi, Jaintia, Synteng, Pnar, War, Bhoi, Lyngngam | xii. Hongsungh | xxvi. Mangjel | 12. Any Naga tribes |
| 7. Any Kuki tribes, including:- | xiii. Hrangkhwal, Rangkhoh | xxvii. Misao | 13. Pawi |
| i. Biate, Biete | xiv. Jongbe | xxviii. Riang | 14. Synteng |
| ii. Changsan | xv. Khawchung | xxix. Sairhem | 15. Boro Kacharis |
| iii. Chongloi | xvi. Khawathlang, Khothalong | xxx. Selnam | 16. Koch |
| iv. Doungel | xvii. Khelma | xxxi. Singson | 17. Raba, Rava |
| v. Gamalhou | xviii. Kholhou | xxxii. Sitlhou | |
| vi. Gangte | xix. Kipgen | xxxiii. Sukte | |
| | xx. Kuki | xxxiv. Thado | |
| | | xxxv. Thangngeu | |
| | | xxxvi. Uibuh | |

Mizoram

- | | | | |
|---|---------------------------------|-----------------|------------------------------|
| 1. Chakma | (iv) Doungel | (xvii) Khelma | (xxxii) Sitlhou |
| 2. Dimasa (Kachari) | (v) Gamalhou | (xviii) Kholhou | (xxxiii) Sukte |
| 3. Garo | (vi) Gangte | (xix) Kipgen | (xxxiv) Thado |
| 4. Hajong | (vii) Guite | (xx) Kuki | (xxxv) Thangngeu |
| 5. Hmar | (viii) Hanneng | (xxi) Lengthang | (xxxvi) Uibuh |
| 6. Khasi and Jaintia, (Including Khasi, Synteng or Pnar, War, Bhoi or Lyngngam) | (ix) Haokip or Hauptit | (xxii) Lhangum | (xxxvii) Vaiphei |
| 7. Any Kuki tribes, including: - | (x) Haolai | (xxiii) Lhoujem | 8. Lakher |
| (i) Baite or Beite | (xi) Hengna | (xxiv) Lhouvun | 9. Man (Tai-speaking) |
| (ii) Changsan | (xii) Hongsungh | (xxv) Lupheng | 10. Any Mizo (Lushai) tribes |
| (iii) Chongloi | (xiii) Hrangkhwal or Rangkhoh | (xxvi) Mangjel | 11. Mikir |
| | (xiv) Jongbe | (xxvii) Missao | 12. Any Naga tribes. |
| | (xv) Khawchung | (xxviii) Riang | 13. Pawi |
| | (xvi) Khawathlang or Khothalong | (xxix) Sairhem | 14. Synteng. |
| | | (xxx) Selnam | 15. Paite |
| | | (xxxi) Singson | |

Nagaland

1. Naga
2. Kuki
3. Kachari
4. Mikir
5. Garo

Odisha

1. Bagata, Bhakta
2. Baiga
3. Banjara, Banjari
4. Bathudi, Bathuri
5. Bhattada, Dhotada Bhotra, Bhatra, Bhattara, Bhotora, Bhatara
6. Bhuiya, Bhuyan
7. Bhumia
8. Bhumij, Teli Bhumij, Haladipokhria Bhumij, Haladi Pokharia Bhumija, Desi Bhumij, Desia Bhumij, Tamaria Bhumij
9. Bhunjia
10. Binjhal, Binjhar
11. Binjhia, Binjhoa
12. Birhor
13. Bondo Paraja, Bonda Paroja, Banda Paroja
14. Chenchu
15. Dal
16. Desua Bhumij
17. Dharua, Dhuruba, Dhurva
18. Didayi, Didai Paroja, Didai
19. Gadaba, Bodo Gadaba, Gutob Gadaba, Kapu Gadaba, Ollara Gadaba, Parenga Gadaba, Sano Gadaba
20. Gandia
21. Ghara
22. Gond, Gondo, Rajgond, Maria Gond, Dhur Gond
23. Ho
24. Holva
25. Jatapu
26. Juang
27. Kandha Gauda
28. Kawar, Kanwar
29. Kharia, Kharian, Berga Kharia, Dhelki Kharia, Dudh Kharia, Erenga Kharia, Munda Kharia, Oraon Kharia, Khadia, Pahari Kharia
30. Kharwar
31. Khond, Kond, Kandha, Nanguli Kandha, Sitha Kandha, Kondh, Kui, Buda Kondh, Bura Kandha, Desia Kandha, Dungaria Kondh, Kutia Kandha, Kandha Gauda, Muli Kondh, Malua Kondh, Pengo Kandha, Raja Kondh, Raj Khond
32. Kisan, Nagesar, Nagesia
33. Kol
34. Kolah Loharas, Kol Loharas
35. Kolha
36. Koli, Malhar
37. Kondadora
38. Kora, Khaira, Khayara
39. Korua
40. Kotia
41. Koya, Gumba Koya, Koitur Koya, Kamar Koya, Musara Koya
42. Kulis
43. Lodha, Nodh, Nodha, Lodh
44. Madia
45. Mahali
46. Mankidi
47. Mankirdia, Mankria, Mankidi
48. Matya, Matia
49. Mirdhas, Kuda, Koda
50. Munda, Munda Lohara, Munda Mahalis, Nagabanshi Munda, Oriya Munda
51. Mundari
52. Omanatya, Omanatyo, Amanatya
53. Oraon, Dhangar, Uran
54. Parenga
55. Paroja, Parja, Bodo Paroja, Barong Jhodia Paroja, Chhelia Paroja, Jhodia Paroja, Konda Paroja, Paraja, Ponga Paroja, Sodia Paroja,
- Sano Paroja, Solia Paroja
56. Pentia
57. Rajuar
58. Santal
59. Saora, Savar, Saura, Sahara, Arsi Saora, Based Saora, Bhima Saora, Bhimma Saora, Chumura Saora, Jara Savar, Jadu Saora, Jati Saora, Juara Saora, Kampo Saora, Kampa Saura, Kapo Saora, Kindal Saora, Kumbi Kancher Saora, Kalapithia Saora, Kirat Saora, Lanjia Saora, Lamba Lanjia Saora, Luara Saora, Luar Saora, Laria Savar, Malia Saora, Malla Saora, Uriya Saora, Raika Saora, Sudda Saora, Sarda Saora, Tankala Saora, Patro Saora, Vesu Saora
60. Shabar, Lodha
61. Sounti
62. Tharua, Tharua Birdhani

Rajasthan

- | | | | |
|---|---|---|---|
| 1. Bhil, Bhil Garasia, Dholi Bhil, Dungri Bhil, Dungri Garasia, Mewasi Bhil, Rawal Bhil, Tadvi Bhil, Bhagalia, Bhilala, Pawra, Vasava, Vasave | 2. Bhil Mina
3. Damor, Damaria
4. Dhanka, Tadvi, Tetaria, Valvi
5. Garasia (excluding Rajput Garasia)
6. Kathodi, Katkari, Dhor Kathodi, Dhor | Katkari, Son Kathodi, Son Katkari
7. Kokna, Kokni, Kukna
8. Koli Dhor, Tokre Koli, Kolcha, Kolgha
9. Mina
10. Naikda, Nayaka, Cholivala Nayaka, | Kapadia Nayaka, Mota Nayaka, Nana Nayaka
11. Patelia
12. Seharla, Sehria, Sahariya. |
|---|---|---|---|

Sikkim

- | | | | |
|---|----------------------------------|------------------------------|------------------------|
| 1. Bhutia (including Chumbipa, Dophthapa, | Dukpa, Kagatey, Sherpa, Tibetan, | Tromopa, Yolmo)
2. Lepcha | 3. Limboo
4. Tamang |
|---|----------------------------------|------------------------------|------------------------|

Tamil Nadu

- | | | | |
|--|---|---|---|
| 1. Adiyam | taluks of Tirunelveli district) | 18. Kurumans | 30. Palleyan |
| 2. Aranadan | | 19. Maha Malasar | 31. Palliyam |
| 3. Eravallan | 8. Kaniyan, Kanyan | 20. Malai Arayan | 32. Palliyar |
| 4. Irular | 9. Kattunayakan | 21. Malai Pandaram | 33. Paniyan |
| 5. Kadar | 10. Kochu Velan | 22. Malai Vedan | 34. Sholaga |
| 6. Kammara (excluding Kanyakumari district and Shenkottah taluk of Tirunelveli district) | 11. Konda Kapus
12. Kondareddis
13. Koraga
14. Kota (excluding Kanya kumari district and Shenkottah taluk of Tirunelveli district) | 23. Malakkuravan
24. Malasar
25. Malayali (in Dharmapuri, North Arcot, Pudukottai, Salem, South Arcot and Tiruchirapalli districts) | 35. Toda (excluding Kanya kumari district and Shenkottah Taluk of Tirunelveli district) |
| 7. Kanikaran, Kanikkar (in Kanyakumari district and Shenkottah and Ambasamudram | 15. Kudiya, Melakudi
16. Kurichchan
17. Kurumbas (in the Nilgiris district) | 26. Malayekandi
27. Mannan
28. Mudugar, Muduvan
29. Muthuvan | 36. Uraly |

Telengana

1. Andh, Sadhu Andh
2. Bagata
3. Bhil
4. Chenchu
5. Gadabas, Bodo
Gadaba, Gutob
Gadaba, Kallayi
Gadaba, Parangi
Gadaba, Kathera
Gadaba, Kapu
Gadaba
6. Gond, Naikpod,
Rajgond, Koitur
7. Goudu (in the
Agency tracts)
8. Hill Reddis
9. Jatapus
10. Kammara
11. Kattunayakan
12. Kolam, Kolawar
13. Konda Dhoras,
Kubi
14. Konda Kapus
15. Kondareddis
16. Kondhs, Kodi,
Kodhu, Desaya
Kondhs, Dongria
Kondhs, Kuttiya
Kondhs, Tikiria
Kondhs, Yenity
Kondhs, Kuinga
17. Kotia, Benth
Oriya, Bartika,
Dulia, Holva,
Sanrona,
Sidhopaiko
18. Koya, Doli Koya,
Gutta Koya,
Kammara Koya,
Musara Koya, Oddi
Koya, Pattidi Koya,
Rajah, Rasha
Koya, Lingadhari
Koya (ordinary),
Kottu Koya, Bhine
Koya, Rajkoya\
19. Kulia
20. Manna Dhora
21. Mukha Dhora,
Nooka Dhora
22. Nayaks (in the
Agency tracts)
23. Pardhan
24. Porja, Parangiperja
25. Reddi Dhoras
26. Rona, Rena
27. Savaras, Kapu
Savaras, Maliya
Savaras, Khutto
Savaras
28. Sugalis, Lambadis,
Banjara
29. Thoti (in Adilabad,
Hyderabad,
Karimnagar,
Khammam,
Mahbubnagar,
Medak, Nalgonda,
Nizam abad and
Warangal districts)
30. Yenadis, Chella
Yenadi, Kappala
Yenadi, Manchi
Yenadi, Reddi
Yenadi
31. Yerukulas,
Koracha, Dabba
Yerukula,
Kunchapuri
Yerukula, Uppu
Yerukula
32. Nakkala,
Kurvikaran

Tripura

1. Bhil
2. Bhutia
3. Chaimal
4. Chakma
5. Garoo
6. Halam, Bengshel,
Dub, Kaipeng, Kalai,
Karbong, Lengui,
Mussum, Rupini,
Sukuchep,
Thangchep
7. Jamatia
8. Khasia
9. Kuki, including the
following sub-tribes:
(i) Balte
(ii) Belalhut
(iii) Chhalya
(iv) Fun
(v) Hajango
(vi) Jangtei
(vii) Khareng
(viii) Khephong
(ix) Kuntei
(x) Laifang
(xi) Lentei (xii) Mizel
(xiii) Namte
(xiv) Paitu, Paite
(xv) Rangchan
(xvi) Rangkhole
(xvii) Thangluya
10. Lepcha
11. Lushai
12. Mag
13. Munda, Kaur
14. Noatia, Murashing
15. Orang
16. Riang
17. Santal
18. Tripura, Tripuri,
Tippera
19. Uchai.

Uttarakhand

1. Bhotia
2. Buksa
3. Jaunsari
4. Raji
5. Tharu

Uttar Pradesh

1. Bhotia
2. Buksa
3. Jaunsari
4. Raji
6. Tharu
7. Gond, Dhuria, Nayak, Ojha, Pathari, Raj Gond (in the districts of Mehrajanj, Sidharth Nagar, Basti, Gorakhpur, Deoria, Mau,
8. Kharwar, Khairwar (in the districts of Deoria, Balia, Ghazipur, Varanasi and Sonbhadra)
9. Saharya (in the district of Lalitpur)
10. Parahiya (in the district of Sonbhadra)
11. Baiga (in the district of Sonbhadra)
12. Pankha, Panika (in the districts of Sonbhadra and Mirzapur)
13. Agariya (in the district of Sonbhadra)
14. Patari (in the district of Sonbhadra)
15. Chero (in the districts of Sonbhadra and Varanasi)
16. Bhuiya, Bhuiya (in the district of Sonbhadra)

West Bengal

1. Asur
2. Baiga
3. Bedia, Bediya
4. Bhumij
5. Bhutia, Sherpa, Toto, Dukpa, Kagatay, Tibetan, Yolmo
6. Birhor
7. Birjia
8. Chakma
9. Chero
10. Chik Baraik
11. Garo
12. Gond
13. Gorait
14. Hajang
15. Ho
16. Karmali
17. Kharwar
18. Khond
19. Kisan
20. Kora
21. Korwa
22. Lepcha
23. Lodha, Kheria, Kharia
24. Lohara, Lohra.
25. Magh
26. Mahali
27. Mahli
28. Mal Pahariya
29. Mech
30. Mru
31. Munda
32. Nagesia
33. Oraon
34. Parhaiya
35. Rabha
36. Santal
37. Sauria Paharia
38. Savar
39. Limbu (Subba)
40. Tamang

Andaman & Nicobar Islands

- | | | | |
|--|--|---|--------------------------------|
| 1. Andamanese,
Chariar, Chari,
Kora, Tabo, Bo, | Yere, Kede, Bea,
Balawa, Bojigiyab,
Juwai, Kol | 2. Jarawas
3. Nicobarese
4. Onges | 5. Sentinelese
6. Shom Pens |
|--|--|---|--------------------------------|

Dadra and Nagar Haveli

- | | | | |
|-------------------------------|------------|----------------------------------|----------|
| 1. Dhodia | 3. Kathodi | 5. Koli Dhor including
Kolgha | 7. Varli |
| 2. Dubla including
Halpati | 4. Kokna | 6. Naikda or Nayaka | |

Daman and Diu

Throughout the Union territory:

- | | | |
|--------------------|---------------------|-----------|
| 1. Dhodia | 3. Naikda (Talavia) | 5. Varli. |
| 2. Dubla (Halpati) | 4. Siddi (Nayaka) | |

Lakshadweep

Throughout the Union territory: -

Inhabitants of the Laccadive, Minicoy and Aminidivi Islands who, and both of whose parents, were born in those islands.

'Provided that the children who are born to inhabitants of Lakshadweep in any other place in the mainland of India shall be deemed to be inhabitants born in the islands if such children settle permanently in the islands'.

Explanation: The term "settle permanently" shall have the same meaning as defined under Clause 3(l)(d) of the Lakshadweep Panchayat Regulation, 1994.

Note: In case of any discrepancies in the spelling of the community in above list is found, the concerned original notification will be final & authenticated

Source: <https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf>

The central list of OBCs can be seen on this link:

<http://www.ncbc.nic.in/UserPanel/CentralListStateView.aspx>

APPENDIX I(11)

(Para 12.7)

/COPY/

**NO. 15014 /3(S)/76-Estt.(B)
Government of India / Bharat Sarkar
Cabinet Secretariat/ Mantrimandal Sachivalaya
Department of Personnel and Administrative Reforms
(Karmik Aur Prashasnik Sudhar Vibhag)**

RESOLUTION

New Delhi, the 1 March ,1977

The Government of India have decided that in supersession of earlier instructions regarding the Eligibility for appointment under the Government of India, the standard rule for recruitment will henceforth be modified as follows :-

A candidate for appointment to any Central Service or post must be -

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the 1st January, 1952, with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania. (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam* with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b),(c), (d) and (e) shall be a person in whose favour a Certificate of eligibility has been issued by the Government of India.

Provided further that candidates belonging to categories (b), (c) and (d) above will not be eligible for appointment to the Indian Foreign Service.

A candidates in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Union Public Service Commission or other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

Order: Ordered that a copy of this Resolution may be communicated to all State Government, all Ministries of Govt. Of India etc and also that the Resolution be published in the Gazette of India

(K.D Madan)

JOINT SECRETARY TO THE GOVERNMENT OF INDIA
No. F.15014/3(s)/ 76 Estt. (B) New Delhi., the 1 March 1977

Copy to :-

1. All Ministries etc. of the Government of India.
2. All State Government /Union Territories.
3. All Sections of Department of personnel and Administrative Reforms and the Ministry of Home Affairs.
4. All attached/ subordinate offices of Department of Personnel and Administrative Reforms/Union Public Service Commission/Supreme Court/Lok Sabha/Rajya Sabha Secretariats/President secretariat/ Vice- President secretariat /Comptroller and Auditor General, Directorate General of Posts and Telegraphs ,Directorate General of Employment and Training, Central Vigilance Commission, New Delhi.

Sd/-
(R.RAGHAVACHARI)
DIRECTOR

*Amended vide Resolution No.15011/1/78.Estt(B) dt. 19th June, 1978.

APPENDIX I (12)

{Para 12.8(a)}

COPY OF MINISTRY OF HOME AFFAIRS OFFICE MEMORANDUM NO 14/12/67-Estt. (D) DATED 10TH APRIL , 1968 ISSUED TO ALL THE MINISTRIES AND DEPARTMENTS OF GOVERNMENT OF INDIA

SUBJECT: VACANCIES RESERVED FOR SCHEDULED CASTES/ SCHEDULED TRIBES/ EX-SERVICEMEN.

As Ministry of Finance etc. are aware certain percentage of vacancies filled by direct recruitment have been reserved for Scheduled Castes/ Scheduled Tribes vide Ministry of Home Affairs Resolution No. 42/21/49-NGS Dated the 13TH September, 1950. Some percentage of vacancies in Class III & IV posts filled by direct recruitment have also been reserved for Ex-servicemen, vide Ministry of Home Affairs O.M No 14/26/64-Estt(D) dated 4-07-1966. It has been brought to the notice of this Ministry that while notifying vacancies to the Employment Exchanges concerned the fact that a particular vacancy is reserved for Scheduled Castes/Scheduled Tribes/Ex-Servicemen is sometimes not indicated in the requisition placed on the Employment exchange, with the result that candidates who are eligible for the reserved vacancy are not sponsored by the Exchange. It is requested that while notifying vacancies to the Employment Exchange, it should be clearly indicated in the requisition whether or not the vacancies are reserved for Scheduled Castes/ Scheduled Tribes/Ex-Servicemen. Even if a vacancy is unreserved, this should be specifically stated in the requisition. The above points may be brought to the notice of all the authorities concerned, who may also be instructed to intimate the results of submission made by the Employment Exchange to the Exchange within a period of one month. If any of the vacancies reserved for Scheduled Castes/ Scheduled Tribes/Ex-Servicemen is not filled by a candidate of the respective category sponsored by the Employment Exchange, specific reasons therefor should be communicated to the Exchange.

APPENDIX I(13)

{Para 12.8.(C)}

REQUISITION FORM TO BE USED WHEN CALLING FOR APPLICANTS FROM THE EMPLOYMENT EXCHANGE/CAREER CENTER.****

(Separate Form to be used for each type of posts)

1. Name, address and Telephone No. (if any)_____ of the Employer.

2. Name , designation & telephone No.(if any)_____ of the indenting officers

3. Nature of vacancy :

(a) Designation of the post(s) to be filled:_____

(b) Description of duties:_____

(c) Qualification required:

* For priority categories(applicable for central Govt. only)

For others

(i) Essential: _____

(ii) Desirable: _____

(d) Age limits, if any:_____

(e) Whether women are eligible : Yes/No

4. Number of posts to be filled duration-wise:

<u>Duration</u>	<u>Number posts</u>
(a) Permanent	_____
(b)Temporary	_____
(i) Less than 3 months:	_____
(ii) Between 3 months & one year	_____
(iii) Likely to be continued beyond one year.	_____

5. Whether there is any obligation or arrangement for giving preference to any category of persons such as Scheduled castes, Scheduled Tribes, Ex-Servicemen, Physically Handicapped & other Backward Classes persons in filling up the vacancies and, if so, the number of vacancies to be filled by such categories of persons-

CATEGORIES	NON-PRIORITY	PRIORITY
(a) Scheduled caste		
(b) Scheduled Tribe		
(c) Ex-Servicemen		
(d) Persons with Disabilities(PwD)		
(e) Other Backward Classes		
(f) Others		

6. Pay and allowances _____

7. Place of work (Name of the town/
village and district in which it
is situated) _____

8. Probable date by which the vacancy
will be filled _____

9. Particulars regarding interview/
test of applicants _____

(a) Date of interview/ test: _____

(b) Time of interview/test: _____

(c) Place of interview/test: _____

(d) Name, designation , address
and Telephone number (if any)
of the officer to whom applicants
should report: _____

10. Any other relevant information:

Certified that while placing this demand the instructions / connected with the orders on communal representation in the services have been strictly followed with due regard to the roaster maintained in accordance with those orders (to be given only by all the Central Govt. offices/Establishments/Undertakings etc. on whom reservation orders are applicable).

Dated:

*Delete if not applicable

Signature of the Head of Office

APPENDIX-1(14)

FILLING UP OF VACANCIES BY PRIORITY/NON-PRIORITY CANDIDATES IN THE RATIO OF 50:50

Copy of Government of India, Cabinet Secretariat, Department of Personnel and Administrative Reforms, Office Memorandum No.14/1/74-Estt.(D) dated 14 July, 1975

Subject : Filling up of direct recruitment vacancies by priority and Non-Priority candidates in the ratio of 50:50-instructions regarding.

The undersigned is directed to refer to the Ministry of Home Affairs (now Department of Personnel and Administrative Reforms) Office Memorandum No. 71/300/54-CS (c), dated 28th May, 1955, according to which the Central Government vacancies notified to the Employment Exchanges are to be filled by candidates belonging to the priority categories and those belonging to non-priority categories, in the ratio of 50:50. For this purpose the appointing authorities should maintain a roster starting with a candidate of priority category and while intimating a vacancy, to the Employment Exchanges indicate clearly whether the vacancy should be filled by a priority or by non-priority candidate. In cases where a number of vacancies has to be filled simultaneously by candidate belonging to both the categories, the appointing authority should indicate to the Employment Exchange concerned how many of the vacancies should be filled by candidates belonging to the priority categories and how many by those of non-priority category. Since issue of the above instructions in the year 1955, reservations of vacancies for ex-servicemen including Disabled ex-servicemen have been made. In accordance with the Rule 4 of the Ex-servicemen (Reservation of Vacancies in the Central Civil Services and posts, Class III and IV) Rules, 1971, ten percent of the vacancies in each of the categories of Class III posts and such post in each Class III Service and twenty percent of the vacancies in each of the categories of Class IV posts and of such post in each Class IV service including permanent vacancies filled initially on temporary basis and temporary vacancies which are likely to be made permanent and/or are likely to continue for three months and more to be filled by direct recruitment in any year, shall be reserved for being filled by ex-servicemen . It has also been provided that the percentage of reservation specified for ex-servicemen in a category of post shall be increased or decreased in any one recruitment year to the extent to which the total number of vacancies reserved for ex-servicemen, Scheduled Caste and Scheduled Tribe (including the carry forward reservations for SC/ST) and for any other categories falls short of or in excess, as the case may be, of 50% of the vacancies in that category of post filled in that year.

It has been brought to the notice to this Department that, while a number of establishments under the Government of India, particularly those which came into existence after 1955, are not aware of the instructions of 28th May, 1955, referred to above, many have found it difficult to allocate vacancies to priority and non-priority

categories against reserved and unreserved vacancies, in accordance with the instructions referred to in para I above. There also appears to be some doubt regarding allocation of posts reserved for SC/ST amongst Priority and non-Priority candidates. It is, therefore, clarified that in accordance with the position stated in para I above, the vacancies reserved for Scheduled Castes and Scheduled Tribes and backing of reserved vacancies, if any, should also be allocated to Priority and Non Priority categories in the ratio of 50:50 while all vacancies reserved for ex-servicemen would go to priority category; and thereafter, the remaining unreserved vacancies should be so allocated among priority and non priority that the total number of vacancies in the priority categories does not exceed 50% of the total number of vacancies in the year, (i.e. the overall ratio of priority and non-priority should be 50:50). The above position will be clear from the illustration given below:-

(If there are 100 vacancies in Class IV posts in a given year, then out of them approximately 25 vacancies will have to be reserved for SC/ST and 20 vacancies will be reserved for ex-servicemen. 5 vacancies may be utilised for filling up the carried forward vacancies for SC/ST if needed). The division between priority and non-priority categories will be as under :-

Number of posts (Class IV) –100	Priority	Non-Priority
1. Reservation for SCs and STs.....	12.5	12.5
2. Backlog or increase or decrease of vacancies in accordance with Rule 4 (i.e. carried forward vacancies for SC/ST in the instant cases)	12.5	2.5
3. Reserved for Ex-Servicemen	20	..
4. Un-reserved	15	35
Total	50	50

The upto-date list of categories to whom various priorities have been allowed for the purpose of employment through Employment Exchanges/DGE&T (Special Cell), which was circulated vide this Department's (O.M- No. 14/21/71-Estt(D), dated 25-12-1971) is also enclosed for ready reference.

The Ministry of Finance etc. are requested to bring these orders to the notice of all concerned for information and necessary action.

Sd/-
(SHIV KUMAR VARMA)
Under Secretary to the Government of India.

To
All Ministries/Departments etc. of Government of India.
Estt. (c) , Estt. (SCT) Section

APPENDIX 1 (15)

SAMPLE COPY OF APPLICATION FORM FOR APPLYING AGAINST THE VACANCIES
ADVERTISED BY ADVERTISEMENT OF CEE, DGE, NEW DELHI

Format of Application Form

1. Advertisement No.	
2. Serial No. of the post	
3. Post applied for	
4. Name of the Employment Exchange with Registration No.	
5. NCO No.	
6. Name (Mr./Mrs./Miss) (in Block Letters)	
7. Father's name	
8. Complete Address(including Pin-code, Tel. No. etc)	
9. Nationality	
10. Whether SC/ST/OBC	
11. Whether Person with Disability (Yes/No)	
12. Whether Ex-Servicemen (Yes/No.)	
13. Whether belongs to any priority category	
14. Date of Birth (Christian Era)	
15. Languages known	
16. Academic/Technical/Professional Qualifications (Starting from Matriculation or equivalent Examination) (a) Examination(s) passed (b) Div. and % of marks (c) Board/University (d) year of passing (e) Subjects taken.	
17. Experience (a) Name of the Employer (b) Designation of the post held (c) Pay Scale (d) Nature of duties (c) Period of Employment (from – to) (f) Last Pay drawn.	
18. Are you prepared to be posted anywhere in India (Yes/No)	
19. Any additional information regarding (i) Qualifications (ii) Training (iii) Experience (iv) Research (v) Publication	
20. Extra Curricular activities.	

I solemnly declare that the statement made by me in this form are correct to the best of my knowledge and belief.

Date :
Place :

(Signature of the Candidate)

APPENDIX 1 (16)

**SPECIAMEN COPY OF THE FORM TO BE USED FOR SUBMISSION OF
APPLICANTS AGAINST VACANCIES IN THE DEFENCE SERVICES**

Telegraphic Address Employment Exchange
 Telephone No.....
 Dated

Dear Sir,

The Applicants whose particulars are given below are being sent under the escort of Mr.for selection interview in connection with recruitment to the Armed Forces. Kindly enter the result of the selection in Col. 6 of the duplicate copy of the list and return it to this Office.

Yours faithfully,

Employment Officer

Sl. No	Name of applicant	Registration No.	Trade Index No	Whether ex-serviceman or not	Whether selected or not (for completion by R.O./A.R.O.)	Remarks
1	2	3	4	5	6	7

The duplicate copy of the list is returned herewith, duly completed, for your information.

Signature R.O./A.R.O.
 Dated.....

To

.....
Exchange

LIST OF RED INK ENTRIES ON EMPLOYMENT EXCHANGE RECORDS

1. ON INDEX CARDS

- (a) The occupation for which an applicant is in the view of Employment Officer, best qualified but for which he does not wish to be considered. (para 7.12)
- (b) The endorsement “Government Employment only” at the left hand corner. (Para 7.16)
- (c) The name of the Employment Exchange from where the registration is transferred and date of registration at that Exchange, at the top, in case of transfer of registration from other Exchanges.(Para 7.26)
- (d) An entry ‘P.T.’ on the top when an applicant expresses his willingness to be considered for part-time jobs at the time of registration. (Para 12.33(b))
- (e) Serial number of X-63A in the margin against Item 1 of Secondary Index Card of P & E Standard applicants registered at the local Employment Exchanges. (Para 11.2)

2. ON ORDER CARDS

Submission entries in respect of submission from other Employment Exchanges
(Para 13.13)

3. ON IDENTITY CARDS

The name of Employment Exchange from where registration is transferred and date of registration at that Exchange, in case of transfer of registration from other Exchanges.
(Para 7.26)

4. ON RECORD OF REGISTRATION (X-63)

- (a) The date(Para 7.20)
- (b) The name of Employment Exchange from where the registration is transferred and the date of registration, in case of transfer of registration from other Exchanges, in the ‘Remarks’ column. (Para 7.26)

5. ON VACANCY ORDER REGISTER (X-64)

- (a) The date. (Para 8.23)
- (b) Vacancies notified by Act Establishments against which employees have indicated that no submission action is required by the Exchanges.

COMPOSITION OF THE STATE COMMITTEE ON EMPLOYMENT AND ITS FUNCTIONS ETC.

All State Governments were requested to set up Employment Advisory Committees vide Ministry of Labour and Employment (D.G.E.&T. **now DGE**) letter No. RCO-36, dated 10th January, 1957,. It was also suggested that these Committees be called by State Committees on Employment. Many States have already set up these Committees and they are in operation.

The actual composition of State Committees on Employment and the objects and functions of these committees will be decided by individual State Governments. However, a brief outline of the objects, functions, Composition etc of these Committees is given below.

1. Object

The object of the State Committee on Employment is to advise the State Government on problems relating to employment, creation of employment opportunities and the working of National Employment Service.

2. Functions

- To review employment information and to assess employment and unemployment trends, urban and rural and suggest measures for expanding employment opportunities;
- To advise on the development of the National Employment Service.
- To advise on deployment of personnel retrenched on the completion of development projects;
- To consider special programmes relating to educated unemployed;
- To advise on the development of VOCATIONAL GUIDANCE and Employment Counselling at Employment Exchanges; and
- To assess the requirements of trained craftsmen and advise the State Council for Training in Vocational Trades.

3. Composition

The Committee may be composed of the following:

1. The Minister in charge of Labour & Employment Department (Chairman) - 1
2. Representatives of all the Districts in the State(District Employment Officers)
3. Members of State Legislature
4. Economists

5. Representative of the Khadi & Village Industries Commission/Board.
6. A representative of the Small Scale Industries Board
7. Representatives of Employers
8. Representatives of Workers
9. The Director of Employment in the State(Secretary).....
10. Representatives of the State Departments/ State Planning Department .
11. Representative from Women Organizations.

4. Term of Office of Members

The term of office of members of the Committee may be for three years.

5. Sub-Committees

The Committee may be empowered to set up sub-committees as required, for assisting it in the discharge of its functions.

DISTRICT COMMITTEES ON EMPLOYMENT

Tripartite Advisory Committees are expected to function at District levels attached to the Employment Exchange in the District.

The District Employment Committees should be geared up to tackle local employment and unemployment problems. The report on a pilot study undertaken in Shahjahanpur to assess the employment possibilities of district development programmes also contains a recommendation on similar lines. The following is an extract from para 18 of that report:

“It was agreed in discussion in Shahjahanpur that in each district there should be a small district employment committee with the Collector as Chairman and District Employment Officer as Secretary so that the employment potential of various development programmes, both public and private, could be pursued more systematically from month to month. In this way, with the need to increase employment as a driving force, local programmes could be oriented towards production and employment to a much greater extent than is done at present.”

In view of the above recommendations, all State Governments were requested to set up District Committees on Employment. It was also requested that steps may now be taken to bring the functions of the District Employment Advisory Committees also in line with those of State Committee on Employment. These committees be charged with the responsibility of developing the employment potential of the district, in addition to its usual function relating to matters connected with the Employment Service. The actual composition of District Committees on Employment in a State as also their functions etc. will be decided by the State Government concerned.

BOOK RECORD OF INTERNAL INSPECTIONS

Exchange.....

Section.....

Serial No.	Weakness revealed by the inspection	Observations	Remedial and follow-up action
1	2	3	4

APPENDIX 1 (21)

MAJOR ITEMS OF WORKING OF THE EMPLOYMENT EXCHANGES TO BE INSPECTED DURING GENERAL INSPECTION

I. Jurisdiction- Give information about the jurisdictional area of the Exchange- periodicity of previous inspection- date of last inspection.

II. Statistical Appreciation- Analyse, compare and interpret statistics relating to important items of work performed during the period of six months preceding the inspection, the corresponding period of the preceding year, and the figures for the month prior to inspection. It would be helpful if, for this purpose statistics are collected in the proforma shown below :-

Serial No.	Items of work	Monthly average for six months preceding the inspection	Monthly average for six months corresponding period of the preceding year	Figures for the month prior to inspection
1	2	3	4	5
1	Registrations			
2	Placings			
3	Vacancies notified			
4	Vacancies filled			
5	Submission made			
6	Vacancies outstanding			
7	Vacancies cancelled			
8	Employers using the Exchange Government:- (a) State (b) Central Private			
9.	Job- fairs: (a)Number organized..... (b) vacancies mobilized			

Collect and study statistics in respect o the Sub-Offices (if any) functioning under the Exchange.

III. Premises- Comment on location of the Exchange and the suitability of the building – whether available space is utilized to the best advantage, whether the standard of cleanliness and provision for amenities are satisfactory.

IV. General Organisation, Reception of Applicants/Employers etc. – Include here observations on the location of the Enquiry Counter- suitability of the Enquiry Clerk- seating arrangements-flow of candidates-treatment accorded to public-display of vacancies-rules regarding priorities and other material recommended for display-location of Live Register and its accessibility to Employment officer-directional notices. Examine organization of work at the Exchange and comment as to whether it is conducive to adequate supervision by the Employment Officer. Are all items of work adequately supervised by the Employment Officer with a view to preventing favoritism and corruption creeping in?

V. Staffing – Examine adequacy of staff in relation to quantum of work. Comment on distribution of duties, whether it is efficient and equitable-intelligent understanding of duties and responsibilities by members of staff – rotation of duties.

VI. Registration, placement and Related Functions Registration Work-General - Examine and comment on arrangements for registration and for interviews – proper completion of various items on X-I with particular reference to items relating to special qualification, mobility, minimum salary acceptable, educational and technical qualifications and previous occupational record-use of X.I-A-allocation of recommended occupations-entry of suitable alternative occupation-See whether educational and technical qualifications as also claims of previous experience are checked on documentary evidence-are competency certificates check in respect of appropriate categories-recording date of birth and checking the same on documentary evidence-is industrial classification of applicants done correctly using the codes given in the Abridged industrial Classification List –are officers and staff fully familiar with the standard and Abridged Industrial Classifications Lists and their uses-is occupational classification of applicants done properly. What is the evidence of postal registration and is it being attended to promptly and efficiently-are factual details brought up to date in cases of re-registration-are important items completed by the officer-if not, is there sufficient justification for not doing so-are index Cards scrutinized and initialed by Employment Officer.

Is the system of self-registration followed, and if so, is it organized on proper lines?

Are unskilled workers being registered following the simplified procedure that has been recommended?

Is there equipment for measuring physical standards-what use is made of technical equipment, if any? Are there any arrangements or trade testing of typists, stenographers and other types of applicants? What other arrangements could or should be made. Are Trade Testing questions are being used?

Are all persons seeking registration on any day registered on the same day? Have any arrangement been made to cope with registration during rush periods?

Live Register- Check filing of Index Cards- preparation and maintenance of Alternative Occupation Lists-Examine and comment on use of Identification Tab., Cards Separators and Dummy Cards, Are special categories of applicants (Such as Scheduled Castes/Tribes, discharged Government employees;; employed persons, etc.) being properly registered observing the special features in regard to their registration. Have proper endorsements been made on top of X-I in respect of appropriate categories including ‘freshers’ and ‘untrained’ applicants-lapsing of cards-response to X-43 use of X-78-Secondary Registration of appropriate categories. Examine whether applicants accepting short-term vacancies (three months or less) are allowed to retain their original seniority. Are applicants whose registration is transferred from other Exchanges allowed to retain their original seniority. Are applicants whose registration is transferred from other Exchanges allowed their original seniority according to rules.

Renewal of Registration- Examine arrangements for renewal – if renewal at counter is allowed , examine records maintained by the enquiry clerk and the promptness with which entries are made on X-1 – recording of Renewal dates on X-1 and X-10-Examine postal renewals.

*Record of Registration-*Examine prompt recording of entries lapsing etc. check whether on re-registration new Registration Nos. are recorded against the old Nos.

Dead Registers:- Check up on the prompt transference of Index Cards from Live Register and see whether the lapsed and placed cards filed separately in the Month’s Section-are wages recorded on Index Cards in respect of ‘Placed applicants’- have results of submissions and reasons for transfer to Dead Register be recorded properly- do all cards bear the initials of Employment Officer or the member of the Exchange staff who have been authorized (with the sanction of the S.D.) in this behalf- comment on maintenance of 12 month’s Section of the Dead Register and destruction of old Index Cards.

VII. **Vacancy and Submission Work- Organisation-** Are notified vacancies scrutinized by Employment Officer-are prompt steps taken- to gather missing details, if any, from the employer and has an attempt been made to modify the hiring conditions when it is clear that they are too stringent is acknowledgement of receipt made promptly-are vacancies for women and those for which cash deposits are required, handled carefully-are vacancies carrying substandard wages and which requires preferential treatment for a Group of applicants dealt with according to instructions-Are vacancies advertised by Public Service Commissions and Railways, etc. exhibited properly.

Inspect and comment on methods of preliminary selection of applicants, submissions of priority categories-quality of submission in general and the care and promptness with which vacancies are handled in general. Are Classified advertisements appearing in the press carefully pursued and action, as prescribed taken against suitable advertised vacancies.

Live Order Register- Examine location of Live Order Register and it's accessibility to Employment officer-check filing of Order Cards and filing of correspondence and cross referencing-is documentation done neatly and correctly- see that complete information in regard to vacancies have been recorded in every case- check to see whether industrial and occupational codes have been correctly entered on Order Cards- scrutinize submissions to see whether the most suitable applicants according to merit and period of registration have been submitted in relevant cases- have Alternative Occupation Lists been consulted- are submissions made properly- scrutinise X-2A -what is the incidence of postal submission-check use of X-42-is X-83 used only for the purposes for which it is intended -are Registration Nos. recorded on X-2A, by the officer himself (except for unskilled)when call letters are issued-note whether incidence of spot submission is high-is the plan for selection and submission recorded on Order Card:-comment on the proportion of submissions to the number of vacancies-check to see that there is no evidence of favoritism or partiality and that all submissions are made in a fair, impartial and equitable manner-are nominees of employers submitted without justification-check use of X-47-Comment on time taken to fill vacancies and in giving them circulation in appropriate cases-examine follow-up action taken on submissions-scrutinise proofs of placings and report doubtful cases-in respect of Govt. vacancies. Are non-availability certificates issued in form X-49 in relevant cases promptly-comment on cancellation of vacancies and their proportion to the number of vacancies notified-examine handling of special types of vacancies.

Has Vigilance Committee (Committee to examine fairness of submissions) been set up- comment on the equeency of its meetings and the findings of the Committee.

Vacancy Order Register-check methods of filing Dead Order Cards-see whether Order Cards are transferred to Dead Order Register promptly-check completion of entries against record of submissions-examine reasons for transfer of Live Order Cards-comment on the proper maintenance of the Twelve Months Section of the Dead Order Register and on the destruction of Order cards.

VIII. **Vacancy and Labour Clearing Work-** Examine whether prompt circulation action is taken in respect of appropriate types of vacancies- is notification of amendment/filling/cancellation of vacancies made promptly examine and comment on the scrutiny and maintenance of vacancy lists-check degree of promptness in identifications and submission of applicants against circulated vacancies-see whether entries in red ink are made in respect of submissions received from other areas- check follow-up action and maintenance of X-64 in respect of I.O.D. Order Cards.

WORKING OF EMI, VOCATIONAL GUIDANCE AND OTHER PLAN PROGRAMMES

IX. **Collection and Use of Employment Market Information- Organisation of E.M.I. Unit** -Check up that the E.M.I. unit is working as an integral part of the Exchanges keeping close contact with the registration, vacancy and other sections of the Exchange.

Employers' Register- Examine that the register in the public sector is complete and up-to-date-test check with reference to the local treasury office, also check up the appropriateness of the level for which

cards have been prepared e.g., Central Excise, Railways, Income Tax, etc. and also the Industrial Classification Codes given to the E.M.I. Cards. Similarly examine the register in the private sector if work has already commenced in that sector. Test check with reference to street survey, examine arrangements made to bring the register up-to-date.

Issue of E.M. forms and follow-up-See that adequate arrangements are made to issue form in time and that forms are issued after making necessary entries-check up that follow-up action is adequate to ensure good response. Also examine the method of follow-up.

Action on returns received at Exchange-Examine that prompt and correct action is taken on the returns received from employers according to instructions given in the E.M.I. Manual. Check up arrangements with regard to action of Vacancies revealed by the returns. See that the statements prescribed by the S.E.M.I. Unit are properly compiled before dispatching the returns to the S.E.M.I. Unit.

Preparation of Employment Market Reports-Examine the arrangements made to compile the running records required to facilitate the preparation of the Employment Market Reports. Also Examine the way in which Exchange Statistics have been analysed for purpose of the report. Check up if the contents of the report are the same as those prescribed in the E.M.I. Manual. Also check up the Employment coverage under the E.M.I. Programme to see that a meaningful analysis can be made on the basis of the returns received.

Local Studies and use of E.M.I- Examine the actual use to which the programme has been put to, both internally within the Exchange and externally from the point of view of local planning. Consult District Planning Office, Vocational Guidance Bureau, Local Educational and Training authorities, etc. to evaluate the use of the programme with reference to their requirements.

X. **Youth Employment Service/Employment Counselling**- These are rendered through the Vocational Guidance Unit of the Exchange. If such a unit has been set up at the Exchange check up whether the talks and discussions conducted in the Group Guidance programme adequately cover:

(a) Invitation to group guidance individual guidance, individual information, use of career information group etc.; (b) Availability of career pamphlets; (c) Importance of Vocational Planning; (d) Explanation of employment market; (e) Situation as reflected by registration and vacancy position at the Exchanges; (f) Description of training courses, entry jobs, apprenticeships, scholarship and stipendiary aid etc. See whether the manner of conducting the talks and discussions are informal and friendly, the language easily understood and whether the applicants are encouraged participation to the extent possible-check up whether reports of the applicants who attend the group guidance talks are maintained.

In regard to individual information see whether informational enquiries by applicants are properly attended to- if attended to by a clerk of the Unit, he should have been properly trained for the purpose-whether numerical record of such enquiries are maintained.

In respect of individual guidance, see whether other officers of the exchange are encouraged to refer cases for individual guidance that necessary changes are made on the X-I cards concerned, wherever necessary is there adequate privacy for conducting individual guidance, is the confidential nature of the G-I cards maintained. See whether the VG Unit is associated with placement activities of the Exchange, particularly in the matter of admission to training centres.

Occupational Information-Is Occupational Information properly collected and filled- is the Career Information Room properly maintained.

Integration with other sections of the Exchange-is the A.E.O./Asstt . Counsellor . up-to-date with registration figures and vacancies received at the Exchange-has the A.E.O./Asstt Counsellor access to E.M.I. data.

Activities outside the Exchange- is there adequate collaboration with the State Educational and Vocational Guidance Bureau-has the A.E.O. taken steps for the proper distribution and utilisation of career pamphlets in schools in the area of the Exchange-does the A.E.O. visit a few schools every month with the purpose of giving talks etc.

XI. Career pamphlets-Are Career Pamphlets properly displayed-are copies provided at the waiting room / Career Information Room-are there official arrangements for the regular sale and distribution of the Pamphlets.

XII. Employer Relations-Contacts with employers- Comment on whether Employment Officers are carrying out planned visits to employers as also on contacts with local organisation of employers-is a record of contact properly maintained.

Check up and see whether contacts are made with associations of Scheduled Castes, Scheduled Tribes and/Anglo-Indians as also with local organisations of women-are these organisations used to obtain suitable candidate in case there is a dearth on the live Register for submission against notified demands.

XIII. Publicity – During canvassing visits to employers etc. efforts are made to give effective publicity. Is a list of prominent person resident in the to visit the Employment Exchange maintained-Is good relationship maintained with the local press.

XIV. Graphs, Charts and Posters- Are representative and up-to-date graphs and charts showing the volume of work done in successive months maintained in the Employment Officers' room-inspect posters, hoardings, notice boards, directional arrows etc. and comment on their condition and on whether notices on notice boards are maintained up-to-date.

XV. Working of the District/Sub-Regional Committee on Employment and Participation in Activities/with Planning and the Promotion of Employment Opportunities.

Study of the local employment market-Are data connected with the size and nature of local population characteristics and the labour force, sources and pattern of employment, nature and extent of unemployment, supply and demand for trained personnel, shortage and surpluses of manpower etc. collected and studied on a continuing basis? In addition, is information collected and compiled regarding the pattern of industry, unutilized natural resources and other economic assets? The object should be to provide a picture of the local economy as a background for an appreciation of the manpower situation and the generation of additional employment openings.

XVI. Committee on Employment – Comment on whether the local committee on employment has been constituted and if so whether it is generally on the pattern of the Central Committee on Employment, as recommended from the Central Headquarters-comment on the frequency of meetings, attendance of members, quality of the agenda, and follow-up of recommendations/resolutions-see whether the committee on employment is functioning as an appropriate body to consider questions relating to promotion of employment opportunities at the local level.

XVII. Handbook on Industry and Manpower-See whether a handbook under appropriate headings on industry and manpower has been prepared and maintained and also whether the factual information contained in the handbook being brought up-to-date periodically. See also whether an industry cum-employment map of the District/Area is maintained at the Exchange?

OTHER ITEMS

XVIII. **Reports and Returns**-Check on the correct maintenance of the various running records-examine the methods and arrangements made for compilation of statistical returns accurately-are returns and reports rendered promptly-check on the style and quality of narrative Reports.

XIX. **Internal Inspections and Staff Training**- Report on the quality of internal inspections and their frequency-examine the records connected with internal inspections and weekly test checks-check whether copies of the Manual and other instructions are maintained up-to-date in the office and by the officers-examine the methods adopted for staff training and the frequency and quality of staff training sessions-check the degree of knowledge that the staff has about Exchange policies and procedures..

XX. **Actions taken on observation made during previous Inspections**-Scrutinise compliance reports and verify actual compliance-examine and discuss with the E.O. reasons for non-compliance, on certain items, if any.

XXI. **Other Points of Interest**-Include here comments on any other points which come to notice during the course of inspections e.g. enterprises and experiments on the part of officers and staff for increasing the overall efficiency of service rendered; useful studies and surveys conducted etc.

XXII. **General Assessment of Work** – Give briefly the general assessment of the various items of work of the Employment Exchange as shown below:

Item of work	Assessment (Good/Average/Poor)
Registration work	
Vacancy and submission work etc.	

APPENDIX 1 (22)

INSPECTION NOTE SHEET NO.....

Date of inspection..... Employment
Exchange/**CAREER CENTER**

Section/Items inspected	Comments by Inspecting Officer	Observations by E.O.

STATISTICAL RETURNS

Sr. No.	Nomenclature	Contents
1.	E.S.1 (Monthly)	Registrations, Placements, Submissions, Live Register, Vacancies Notified, filled, etc. in in respect of all categories viz. Women, SC/ST/OBC/minority communities. .
2.	E.S.2 (Monthly)	Educated applicants (All categories viz. Women /SC/ST /OBC) registered, placed by educational levels and Number of Applicants on Live Register by age and education level
3.	E.S.3 (Monthly)	Vacancies notified, filled, cancelled, outstanding and number on Live Register by gender and NCO in respect of Total, Women, SC/ST/, OBC and PwD applicants .
4.	E.S.4 (Monthly)	Trade-wise distribution of Ex-ITI trainees and full term apprentices registered, placed and on Live Register by NCO.
5.	E.S.5 (Monthly)	Registration, Placements, Live Register, Reserved Vacancies, notified, filled, cancelled and outstanding in respect of Persons with Disabilities
6.	E.S.6 (Monthly)	Vacancies notified, filled, cancelled and outstanding, etc. by Sectors
7.	E.S. 7 (Half Yearly)	Promotion of Self Employment in rural and urban areas .
8.	E.S.8(Quarterly)	Work done in respect of Vocational Guidance and Employment Counseling programme category-wise (Total all category, SC, ST, OBC, PH/PwD & Women)
9.	C.P.-1 (Quarterly)	Return for furnishing information regarding vacancies notified for bulletin on Job Opportunities in India.

NESM VOLUME - II

PART II



EMPLOYMENT MARKET INFORMATION

APPENDIX II (I)

LOCALITY- WISE RECORD OF STREET SURVEYS

District _____ Town- Village _____

Locality _____

I. GENERAL PARTICULARS :

- i. Name of Surveyors 1. _____
(two should be deputed for a locality) 2. _____
- ii. Name of Officer, conducting sample check _____
- iii Date of commencement of survey work in the locality _____
- iv. (a) Target date for completing the work _____
(b) Date on which completed _____
- v. No. of establishments already identified in respect of the locality by available sources _____
- vi. Additional number identified by street surveys _____

II. SURVEY RECORD

LIST OF NEW ESTABLISHMENTS IDENTIFIED

Sl. No	Name & Address of establishment	Name of person responsible for rendition of returns	Tel. No. If any	Sector Public/ Private	Major & Minor Incl. Activity	Approximate No. of employees	Remarks.
1	2	3	4	5	6	7	8

ACTION TAKEN _____

(Indicate whether employer's cards have been raised)

Signature of Surveyors

Checked by

Signature of local EO.

(v) Placements made:

Give figures of placement made as in (iii) above.

Comment on the proportion of vacancies filled to notified with reasons for substantial variations. A mention about the adequacy of the Live Register and of ;hard to fill vacancies may be made.

(vi) Vacancies outstanding:

Give an analysis of the number of vacancies outstanding at the end of quarter, according to occupational categories and compare with the previous quarter.

(vii) Manpower shortages and surpluses:

Make a brief mention of persistent and widespread shortages- particularly key personnel.

Corroborate the information with the experience gained by the employment operation and views particularly of employers organizations and policy statements made in important forums, such as legislative assemblies, seminars, etc.

Mention briefly the areas/ industries down to be having surplus manpower or where they are likely to be rendered surplus.

V. OUTLOOK

Make an over all assessment of the manpower situation, taking into account-

- (i) the existing situation as outlined in A to D of Section II, and
- (ii) probably developments in the situation in the next two quarters or so.

This should include an assessment of the employment situation in specific industries, if possible. The contents of this section need not exceed a para or two to begin with. (Check the forecasts made with earlier forecasts of Employment Outlook in order to develop techniques for making your forecasts under this section more precise).

For further information CONTACT:
State Employment Market

Information Officer (Telephone No. _____)

E-mail. _____

Address _____)

APPENDIX II (2)

**LIST OF RUNNING RECORDS TO BE MAINTAINED AT EMPLOYMENT
EXCHANGE/**CAREER CNETRE** REGARDING ER-I RETURNS**

Private Sector

1. Response

(a) The progress of receipt of returns-this will indicate the number of returns received by the due date and by subsequent dates.

(b) Response by size of establishments.

Date	No. of employees								
	1-9	10-24	25-49	50-99	100-249	250-499	500-999	1000 and above	Total

(c) Response by Industry division

Date	Divn	0	1	2 & 3	4	5	6	7	8	9	Total

2. Shortage occupations

Date	Industry code No.	Name of Estt.	Occupational Code No.	Description of Occupation	No. of vacancies remaining unfilled due to shortage	Remarks

3. Running record showing reasons for significant changes in level of employment

Date	Industrial Classification No.	Name & address of establishment with Tel. Number	No. of employees		Reasons for variations in Labour Force.
			Previous quarter	Current quarter	

Public Sector

1. Response by Type of Establishments

Date	CG	SG	QG	LB	Total
1.	2.	3.	4.	5.	6.

2. Shortage Occupations

Date	Industry Code No.	Name of Estt.	NCO No.	Description of Occupation	No. of vacancies remaining unfilled due to shortage	Remarks
1.	2.	3.	4.	5.	6.	7.

3. Running record showing reasons for significant changes in level of employment

Date	NIC Code	Name & address of establishment with Tel. No.	No. of Employees		Reasons for variations in Labour Force
			Pre Qtr.	Current Qr.	
1.	2.	3.	4.	5.	6.

APPENDIX-II(3)

COMPILATION SHEET FOR SIMULTANEOUS TABULATION OF ER-I RETURNS FOR THE QUARTER ENDED _____
Public Sector/CG/SG/QG(Central)/QG(State)/Local bodies/ Private Sector (Act)/Private Sector (Non-Act)

Date on which ER-I received	NIC code No. at 3 digit level & serial No. of the estt. as entered in the Employers' Register	No. of Estts. address ed	No. of Estts. responded	Employment									Reasons for significant variations in employment
				Previous Quarter			Current Quarter			Change over the previous quarter			
				Men	Women	Total	Men	Women	Total	Men	Women	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Grand Total (All Divisions)													

*Delete whichever is not applicable.

**The NIC Code Nos. and sl. Nos. of establishments will be entered before the enquiry is launched.

APPENDIX II(4)
(Para 3.24 of Part.II)

STATEMENTS TO BE SENT BY EMPLOYMENT EXCHANGE/**CAREER CENTRE TO SEMI UNIT/D.G.E.(EMI Unit)** 1.0 Statement showing by industries (3 digit level) changes in employment in the public sector (total)

N.I.CI. Code No. (3 digit level)	No. of establishments		Estimated Employment in				Change in Employment		Estimated employment in defaulting Estt. Current Qr. included in col. 6	Reasons for significant changes, if any	Remarks
	Addressed	Responded	Previous Qr. (R)		Current Qr. (P)		Total(diff. between cols.4 & 6)	Women (diff. between cols. 5&7)			
			Total	Women	Total	Women					
1	2	3	4	5	6	7	8	9	10	11	12

STATEMENTS TO BE SENT BY EMPLOYMENT EXCHANGE/ **CAREER CENTRE TO SEMI UNIT**

1.1 Statement showing by industries (3 digit level) changes in employment in the Central Government Establishments

N.I.CI. Code No. (3 digit level)	No. of establishments		Estimated Employment in				Change in Employment		Estimated employment in defaulting Estt.Current Qr. included in col. 6	Reasons for significant changes, if any	Remarks
	Addressed	Responded	Previous Qr. (R)		Current Qr. (P)		Total(diff. Between cols.4&6)	Women (diff. Between cols. 5&7)			
			Total	Women	Total	Women					
1	2	3	4	5	6	7	8	9	10	11	12

STATEMENT TO BE SENT BY EMPLOYMENT EXCHANGE/ CAREER CENTRE TO SEMI UNIT

1.2 Statement showing by industries (3 digit level) changes in employment in the State Government Establishments

N.I.CI. Code No. (3 digit level)	No. of establishments		Estimated Employment in				Change in Employment		Estimated employment in defaulting Estt. Current Qr. included in col. 6	Reasons for significant changes, if any	Remarks
	Addressed	Responded	Previous Qr. (R)		Current Qr. (P)		Total(diff. Between cols.4&6	Women (diff. Between cols. 5&7			
			Total	Women	Total	Women					
1	2	3	4	5	6	7	8	9	10	11	12

STATEMENT TO BE SENT BY EMPLOYMENT EXCHANGE/ CAREER CENTRE TO SEMI UNIT

1.3 Statement showing by industries (3 digit level) changes in employment in the Quasi-Government Establishments (Central)

N.I.CI. Code No. (3 digit level)	No. of establishments		Estimated Employment in				Change in Employment		Estimated employment in defaulting Estt. Current Qr. included in col. 6	Reasons for significant changes, if any	Remarks
	Addressed	Respdnded	Previous Qr. (R)		Current Qr. (P)		Total (diff. Between cols.4&6)	Women (diff. Between cols. 5&7)			
			Total	Women	Total	Women					
1	2	3	4	5	6	7	8	9	10	11	12

STATEMENTS TO BE SENT BY EMPLOYMENT EXCHANGE/ CAREER CENTRE TO SEMI UNIT

1.4 Statement showing by industries (3 digit level) changes in employment in the **Quasi Government Establishments(State)**

N.I.CI. Code No. (3 digit level)	No. of establishments		Estimated Employment in				Change in Employment		Estimated employment in defaulting Estt.Current Qr. Included in col. 6	Reasons for significant changes, if any	Remarks
	Addressed	Responded	Previous Qr. (R)		Current Qr. (P)		Total(diff. Between cols.4&6)	Women (diff. Between cols. 5&7)			
			Total	Women	Total	Women					
1	2	3	4	5	6	7	8	9	10	11	12

STATEMENTS TO BE SENT BY EMPLOYMENT EXCHANGE/ CAREER CENTRE TO SEMI UNIT

1.5 Statement showing by industries (3 digit level) changes in employment **in the Local Bodies**

N.I.CI. Code No. (3 digit level)	No. of establishments		Estimated Employment in				Change in Employment		Estimated employment defaulting Estt.Current Qr. Included in col. 6	Reasons for significant changes, if any	Remarks
	Addressed	Responded	Previous Qr. (R)		Current Qr. (P)		Total (diff. Between cols.4&6)	Women (diff. Between cols. 5&7)			
			Total	Women	Total	Women					
1	2	3	4	5	6	7	8	9	10	11	12

STATEMENTS TO BE SENT BY EMPLOYMENT EXCHANGE/ CAREER CENTRE TO SEMI UNIT

2.0 Statement showing by industries (3 digit level) changes in employment **in the Private Sector (total)**

N.I.CI. Code No. (3 digit level)	No. of establishments		Estimated Employment in				Change in Employment		Estimated employment in defaulting Estt. Current Qr. Included in col. 6	Reasons for significant changes, if any	Remarks
	Addressed	Responded	Previous Qr. (R)		Current Qr. (P)		Total (diff. Between cols.4&6)	Women (diff. Between cols. 5&7)			
			Total	Women	Total	Women					
1	2	3	4	5	6	7	8	9	10	11	12

STATEMENTS TO BE SENT BY EMPLOYMENT EXCHANGE/ CAREER CENTRE TO SEMI UNIT/DGE (EMI Unit)

2.1 Statement showing by industries (3 digit level) changes in employment in the larger **establishments (employing 25 or more persons) in the private sector**

N.I.CI. Code No. (3 digit level)	No. of establishments		Estimated Employment in				Change in Employment		Estimated employment in defaulting Estt. Current Qr. Included in col. 6	Reasons for significant changes, if any	Remarks
	Addressed	Responded	Previous Qr. (R)		Current Qr. (P)		Total (diff. Between cols.4&6)	Women (diff. Between cols. 5&7)			
			Total	Women	Total	Women					
1	2	3	4	5	6	7	8	9	10	11	12

STATEMENTS TO BE SENT BY EMPLOYMENT EXCHANGE/ CAREER CENTRE TO SEMI UNIT

2.2 Statement showing by industries (3 digit level) changes in employment in the **smaller establishments (employing 10 to 24 persons)** in the private sector

N.I.CI. Code No. (3 digit level)	No. of establishments		Estimated Employment in				Change in Employment		Estimated employmen t in defaulting Estt. Current Qr. Included in col. 6	Reasons for significant changes, if any	Remarks
	Addressed	Responde d	Previous Qr. ®		Current Qr. (P)		Total(diff. Between cols.4&6)	Women (diff. Between cols. 5&7)			
			Total	Women	Total	Women					
1	2	3	4	5	6	7	8	9	10	11	12

Note 1 – The Employment generated by various Crash Employment Schemes and relief works in drought-affected areas is required to be shown, separately and not included in the normal quarterly statements that are being submitted by the SEMI Units. Such Employment of casual or purely temporary nature may, however, be shown in brackets against each industry code where such employment has been generated. A foot note may also be inserted at the bottom of quarterly EMI statements, clarifying the position.

Note 2- All the statements (1.0 to 1.5 and 2.0 to 2.2) mentioned above should be prepared and despatched so as to reach the SEMI Unit within 9 weeks of the date of enquiry. A copy each of the statements given at 1.0 and 2.0 only should simultaneously be forwarded to the DGE&T (EMI Unit).

B. Statements to be sent by SEMI Unit to the DGE&T (EMI Unit)

The statements in the Proforma given at 1.1 to 1.5 for the public sector and 2.1 to 2.2 for the private sector received from the Exchanges should be consolidated at the SEMI Unit for the State as a whole and forwarded to D.G.E&T. (EMI Unit) so as to reach there within eleven weeks of the date of enquiry.

APPENDIX-II(5)

[Para 3.33 Part. II]

**PROFORMA FOR RAISING MASTER COPY OF ER-II
OCCUPATIONAL CLASSIFICATION OF ALL EMPLOYEES ON THE PAY ROLL OF THE ESTABLISHMENT**

Name and address of the employer

Sl. No. of the establishment as entered on the
Employer's Register

N.I.C. Code No

Occupat ions	NCO Code	No. of Employees as on 30 th September															
		2021*/2022*			2023*/2024*			2025*/2026*			2027*/2028*			2029/2030*			
		Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	Men	Women	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	

*Depending on whether the establishment is in Public Sector or Private Sector

AREA REPORT QUARTERLY

An outline for area Employment Market Report for the Quarter ended

I Introduction

Describe the employment situation in the area during the quarter, highlighting important changes.

Give the employment index (combined for the public and private sectors) compared with the previous quarter and corresponding quarters of the previous years. (The base year for computing the Index No. should be taken as the beginning of the Five year Plan period).

II Employment Trends

In this section comment separately on employment trends in Private and Public Sectors (during the quarter) particularly mentioning:

- (i) employment indices separately for public and private sectors; employment growth in commercial and industrial establishments in both the sectors based on the data furnished in the form ARQ-1;
- (ii) analysis of significant changes in employment in order of importance of industry pinpointing causes and factors responsible for these changes, such as setting up, expansion and closure of establishments and co-operatives; strikes and lock-outs; availability/non-availability of resources-financial, material and human;
- (iii) changes in particular industries in the quarter under report compared with the corresponding quarters of the previous years; figures of employment may be related to the number of establishments concerned;
- (iv) employment of women; and
- (v) forecast of future trends, based on local knowledge of anticipated events and experience.

III. Unemployment Trends (Persons Seeking Work) { Refer ARQ- 2}

In this section comment on level of unemployment as reflected by the Exchange statistics particularly mentioning:

- (i) an analysis of the (a) new registrations during the quarter, and (b) Live Register at the end of the quarter, as compared with the previous quarter and corresponding quarter in the previous year;

- (ii) an occupational analysis of the Live Register in the quarter ending June and December when the information is compiled with special reference to unskilled categories;
- (iii) an analysis of the Live Register by educational levels in June and December, when the information is compiled, and with particular reference to persons without vocational or professional training or experience;
- (iv) an analysis of employed persons on the Live Register.

IV. Demand for Personnel.

In this section comment on the demand for personnel particularly mentioning:

- (i) an analysis of the vacancies notified during the quarter compared with the previous quarter and corresponding quarter in the previous year;
- (ii) an analysis of Occupational/Industrial composition of the demand;
- (iii) causes and factors leading to increase/reduction in demands, and steps taken to meet the situation; and
- (iv) correlation of demand during the quarter with trends as mentioned in Sections II and III above.

V. Manpower Shortages.

In this section comment on occupations in which, employers have reported shortages of workers confirmed by the experience at the exchange, particularly mentioning ;

- (i) Shortages in specific occupations;
- (ii) Reasons for reporting shortage of workers in surplus occupations; and
- (iii) Persistent and wide spread shortages as distinct from local and seasonal shortages.

Appendix II(6)- continued
FORM :ARQ-1

Statement showing by industries/services changes in Employment in the Public and Private Sectors in.....
.....District, during the quarter ended.....

(All establishments in the public sector and those employing 10 or more persons in the private sector)

Industry Code Description (3 digit level)	No. of Establishments			No. of employees at the end of Previous Quarter			Present Quarter			Change in respect of total only	
	Public	Private		Public	Private		Public	Private			Total
		Act	Non- Act		Act	Non- Act		Act	Non- Act		

APPENDIX II(6)- continued

Form: ARQ-2

Analysis of Live Register by Broad Occupational Division

Occupational Division N.C.O. Code	Description	No. as at the end of half year ending	
		June	December
1	LEGISLATORS, SENIOR OFFICIALS AND MANAGERS		
2	PROFESSIONALS		
3	TECHNICIANS AND ASSOCIATE PROFESSIONALS		
4	CLERKS		
5	SERVICE WORKERS AND SHOP & MARKET SALES WORKERS		
6	SKILLED AGRICULTURAL AND FISHERY WORKERS		
7	CRAFT AND RELATED TRADES WORKERS		
8	PLANT AND MACHINE OPERATORS AND ASSEMBLERS		
9	ELEMENTARY OCCUPATIONS		
X	WORKERS NOT CLASSIFIED BY OCCUPATIONS		
X001.10	Matriculates		
X001.15	11 th Standard Pass		
X001.20	Intermediates		
X001.30	Graduates in Arts		
X001.35	Post Graduates in Arts		
X001.40	Graduates in Science		
X001.45	Post Graduates in Science		
X001.50	Graduates in Commerce		
X001.55	Post Graduates in Commerce		
X001.60	Graduates in Law		
X001.65	Post Graduates in Law		
X001.90	Graduates, others		
X001.95	Post Graduates, others		
X002.10	Middle School Standard		
X002.90	Literates -Others		
X009.90	Workers without occupation		
X100.10	Workers reporting Occupations Unidentifiable or Unclassifiable		
X999.10	Workers not reporting any Occupation		
	Total number of Live Register		

Note : The data for this Appendix may be extracted from the Statistical return ES 1.2 .

**An outline for *Annual Area Employment Market Report- for the year ended
March 20.....**

1. Highlights-Briefly describe the employment situation in the area during the year as well as in the different years of the current plan period highlighting the important changes. Employment during the current and previous quarter should also be studied and commented upon.

Give the Employment indices total employment, public sector and private sector- during the year as well as in the different years of the current plan period, compare the employment index of the quarter under review with the previous quarter also.

{NOTE: This report will be in lieu of the quarterly report for the quarter ending March & will include analysis of quarterly as well as the annual data. }

2. Add a graph showing changes in employment separately for public sector, private sector and total, for the plan period.

3. Employment Trends- In this section comment on employment trends particularly mentioning:

(a) Total(Private and Public sectors) employment :-

(i) Employment changes during the last 12 months and also during the current plan period Compare employment in the current quarter with the previous one. Employment changes in the industrial and commercial establishments should be specially mentioned, comparing the Public with the Private Sector.

(ii) Increase in the number of reporting establishments (including new establishments identified and the old ones closed) and the increase in response during the year as well as since the beginning of the plan period.

(b) Private Sector-Employment

(i) Employment changes during the last 12 months and also during the current plan period year by year, compare the current quarter with the previous one;

(ii) Analysis of significant changes in employment in order of importance of industry, pin-pointing causes and a factors such as setting-up, expansion and closure of establishments and cooperatives strikes and lock-outs;

availability/non availability of resources financial material and human responsible for those changes (The aim is to examine the changes that occurred during, (a) the year under review, (b) the current plan period, and (c) the quarter under review).

- (iii) Important industries and services which are expanding or shrinking;
 - (iv) Seasonality of employment in industries and services; and
 - (v) Likely future trends based an anticipated growth of industries, etc.
- (c) Public Sector employment-
- (i) All points mentioned at (i) to (v) above,
 - (ii) analysis of employment branch-wise i.e. Central Government, State Government, Quasi-Government and Local Bodies, Comparison may be made as suggested in para 3(b) (ii).
- (d) Employment of Women-
- (i) proportion of women to total employment and also in the public and private sectors;
 - (ii) industries and services important from the employment point of view;
 - (iii) reasons and factors responsible for increase/decrease in number of women employees; and
 - (iv) comparisons may be made as suggested in para 3(b)(ii).
- (e) Forecast of future trends-
4. Unemployment Trends- In this section comment on the level of unemployment as reflected by the exchange statistics particularly mentioning:
- (i) An analysis of (a) new registration during the year (b) Live Register comparisons to be made as suggested in para 3(b)(ii);
 - (ii) the occupational analysis of the Live Register during the year (i.e. December, for which period this information is compiled with a special reference to unskilled categories;
 - (iii) an analysis of the Live Register by educational levels in December with particular reference to persons without professional or vocational training or experience with special reference to unskilled (for the same period as in (ii) above) {ARA-2 Form};
 - (iv) changes, if any, in the occupational and educational pattern mentioned in (ii) and (iii) above, during the year under review/current plan period;.

- (v) an analysis of employed persons on the Live Register; and
 - (vi) relationship between employment and unemployment trends noticed in 3 and 4 above.
5. Demands for Personnel—Incorporate information and comments on the demands for personnel, particularly the following:
- (i) an analysis of vacancies notified during the year compared with the previous year as well as during the different years of the current plan period;
 - (ii) an analysis of occupational and industrial composition of the demand compared as in (i) above ;
 - (iii) vacancies filled, its analysis by occupation; comparisons as in(i) above;
 - (iv) causes and factors leading to any increase/ reduction in demands and steps taken to meet the situation ; and
 - (v) co- relation of demand and supply with the trends mentioned in section 3 and above.
6. Manpower shortage and surpluses- In this section comment on occupation in which employers have reported shortages / surpluses of workers confirmed by the experience at the exchange particularly mentioning ;
- (i) shortages in specific occupations;
 - (ii) reasons for reporting shortage of workers in surplus occupations ; and
 - (iii) persistent and widespread shortages during the year as well as in the current plan period as distinct from local and seasonal shortages; and
 - (iv) special efforts, if any, made to procure scarce manpower.
7. Other important developments- in this section comment on other important developments in the Employment Market Area, particularly mentioning:
- (i) Expanding / shrinking industries and occupations.
 - (ii) Basic information useful for vocational guidance and training authorities.
 - (iii) The impact on the employment market of-
 - (a) environmental changes, social technological, etc;
 - (b) setting up of industrial estates;
 - (c) wage revisions;
 - (d) recruitment practices;

- (e) working conditions;
- (f) changes in consumption pattern such as switching over to ready made garments, greater use of processed foods, availability and use of power;
- (g) factors responsible for bottlenecks/ slow growth of employment opportunities, wherever noticed; and
- (h) growth of educational and training facilities.

Appendix II(6-) continued
FORM :ARA-1

Statement showing changes in Employment, by industries in the Public and Private Sectors in.....
.....District, during the year ended.....

Industry Code Description (3 digit level)	Total No. of Establishments at the end of the year	No. of employees at the end of										Change(in respect of total employment only)			
		Previous Quarter	Current Quarter	Previous Year			Current Quarter			No.		Percent			
				Public	Private Act	Non -Act	Total	Public	Private Act	Non- Act	Total	Qr.	Yr.	Qr.	Yr.
1.	2.	3.	4.	5	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.

**An outline for *Annual Area Employment Market Report- for the year ended
March 20.....**

1. Highlights-Briefly describe the employment situation in the area during the year as well as in the different years of the current plan period highlighting the important changes. Employment during the current and previous quarter should also be studied and commented upon.

Give the Employment indices total employment, public sector and private sector- during the year as well as in the different years of the current plan period, compare the employment index of the quarter under review with the previous quarter also.

{NOTE: This report will be in lieu of the quarterly report for the quarter ending March & will include analysis of quarterly as well as the annual data. }

2. Add a graph showing changes in employment separately for public sector, private sector and total, for the plan period.

3. Employment Trends- In this section comment on employment trends particularly mentioning (Refer form ARA-1)

(a) Total(Private and Public sectors) employment :-

(i) Employment changes during the last 12 months and also during the current plan period. Compare employment in the current quarter with the previous one. Employment changes in the industrial and commercial establishments should be specially mentioned, comparing the Public with the Private Sector.

(ii) Increase in the number of reporting establishments (including new establishments identified and the old ones closed) and the increase in response during the year as well as since the beginning of the plan period.

(b) Private Sector-Employment

(i) Employment changes during the last 12 months and also during the current plan period year by year, compare the current quarter with the previous one;

(ii) Analysis of significant changes in employment in order of importance of industry, pin-pointing causes and a factors such as setting-up, expansion and closure of establishments and cooperatives strikes and lock-outs; availability/non availability of resources financial material and human responsible for those changes (The aim is to examine the changes that

occurred during, (a) the year under review, (b) the current plan period, and (c) the quarter under review).

- (iii) Important industries and services which are expanding or shrinking;
 - (iv) Seasonality of employment in industries and services; and
 - (v) Likely future trends based on anticipated growth of industries, etc.
- (c) Public Sector employment-
- (i) All points mentioned at (i) to (v) above; and
 - (ii) analysis of employment branch-wise i.e. Central Government, State Government, Quasi-Government and Local Bodies, Comparison may be made as suggested in para 3(b) (ii).
- (d) Employment of Women-
- (i) proportion of women to total employment and also in the public and private sectors;
 - (ii) industries and services important from the employment point of view;
 - (iii) reasons and factors responsible for increase/decrease in number of women employees; and
 - (iv) comparisons may be made as suggested in para 3(b)(ii).
- (e) Forecast of future trends-

4. Unemployment Trends- In this section comment on the level of unemployment as reflected by the exchange statistics particularly mentioning:

- (i) An analysis of (a) new registration during the year (b) Live Register comparisons to be made as suggested in para 3(b)(ii);
- (ii) the occupational analysis of the Live Register during the year (i.e. December, for which period this information is compiled with a special reference to unskilled categories;
- (iii) an analysis of the Live Register by educational levels in December with particular reference to persons without professional or vocational training or experience with special reference to unskilled (for the same period as in (ii) above) {ARA-2 Form};
- (iv) changes, if any, in the occupational and educational pattern mentioned in (ii) and (iii) above, during the year under review/current plan period;.
- (v) an analysis of employed persons on the Live Register; and

- (vi) relationship between employment and unemployment trends noticed in 3 and 4 above.

5. Demands for Personnel—Incorporate information and comments on the demands for personnel, particularly the following:

- (i) an analysis of vacancies notified during the year compared with the previous year as well as during the different years of the current plan period;
- (ii) an analysis of occupational and industrial composition of the demand compared as in (i) above ;
- (iii) vacancies filled, its analysis by occupation; comparisons as in(i) above;
- (iv) causes and factors leading to any increase/ reduction in demands, and steps taken to meet the situation ; and
- (v) co- relation of demand and supply with the trends mentioned in section 3 and above.

6. Manpower shortage and surpluses- In this section comment on occupation in which employers have reported shortages / surpluses of workers confirmed by the experience at the exchange particularly mentioning ;

- (i) shortages in specific occupations;
- (ii) reasons for reporting shortage of workers in surplus occupations ; and
- (iii) persistent and widespread shortages during the year as well as in the current plan period as distinct from local and seasonal shortages; and
- (iv) special efforts, if any, made to procure scarce manpower.

7. Other important developments- in this section comment on other important developments in the Employment Marker Area, particularly mentioning:(Refer ARA-3 also)

- (i) Expanding / shrinking industries and occupations.
- (ii) Basic information useful for vocational guidance and training authorities.
- (iii) The impact on the employment market of-
 - (a) environmental changes, social technological, etc;
 - (b) setting up of industrial estates;
 - (c) wage revisions;
 - (d) recruitment practices;

- (e) working conditions;
- (f) changes in consumption pattern such as switching over to ready made garments, greater use of processed foods, availability and use of power;
- (g) factors responsible for bottlenecks/ slow growth of employment opportunities, wherever noticed; and
- (h)** growth of educational and training facilities.

**AppII(6) continued
Form ARA-2**

Analysis of Live Register by Broad Occupational Division

Occupational Division NCO Code	Description	No. as at the end of December ending of		
		First year of the current plan	Previous Year	Current Year
1	LEGISLATORS, SENIOR OFFICIALS AND MANAGERS			
2	PROFESSIONALS			
3	TECHNICIANS AND ASSOCIATE PROFESSIONALS			
4	CLERKS			
5	SERVICE WORKERS AND SHOP & MARKET SALES WORKERS			
6	SKILLED AGRICULTURAL AND FISHERY WORKERS			
7	CRAFT AND RELATED TRADES WORKERS			
8	PLANT AND MACHINE OPERATORS AND ASSEMBLERS			
9	ELEMENTARY OCCUPATIONS			
X	WORKERS NOT CLASSIFIED BY OCCUPATIONS			
X001.10	Matriculates			
X001.15	11 th Standard Pass			
X001.20	Intermediates			
X001.30	Graduates in Arts			
X001.35	Post Graduates in Arts			
X001.40	Graduates in Science			
X001.45	Post Graduates in Science			
X001.50	Graduates in Commerce			
X001.55	Post Graduates in Commerce			
X001.60	Graduates in Law			
X001.65	Post Graduates in Law			
X001.90	Graduates, others			
X001.95	Post Graduates, others			
X002.10	Middle School Standard			
X002.90	Literates -Others			
X009.90	Workers without occupation			
X100.10	Workers reporting Occupations Unidentifiable or Unclassifiable			
X999.10	Workers not reporting any Occupation			
	Total number of Live Register			

Note : The data for this Appendix may be extracted from the Statistical return ES 1.2

Some Important Characteristics of the Labour Market

In this appendix give basic information, particularly the ones relating to (a) Population and labour force in 2021 and any estimated or available data for any later year (from the Census and other authorities, if any) classification of the working force into agricultural and non-agricultural. In the non-agricultural mention (1) number engaged in household industry ,(2) employers and employees and(3) Independent workers. Among employers and employees give: (a) the percentage covered by ;the report under the EMI programme,(b) a qualitative description(supported by figures, if possible) of in and out migrations trends (i) within state and (ii) between the states

APPENDIX –II (7)

OUTLINE OF THE QUARTERLY EMPLOYMENT REVIEW- STATE LEVEL

Add 2 or 3 graphs on the lines of the All India Quarterly Review- in not more than one to two pages.

I. HIGHLIGHTS

- (i) Briefly highlight the important changes in the employment situation; spot light important Industry/ Area:
- (ii) Give the employment index (together and also separately for public and private sectors); compare them with-
 - (a) the preceding quarter; and
 - (b) the corresponding quarter of the previous year, taking into account the coverage and seasonality*
- (iii) wherever possible co-relate the employment trends with industrial and agricultural production investment, etc, albeit briefly; and
- (iv) add a sentence or two, regarding important factors, if any, that affected the general employment situation such as famine and floods; shortage of power, raw materials and finances.

II. EMPLOYMENT TRENDS

A. Scope and coverage:

- (i) Mention the scope and coverage of the enquiry briefly; and
- (ii) Give the number of establishments on the Employers register and the response as under:

	Current Quarter	Previous Quarter
Total No of establishments		
Number responded		
Percentage response		

- (a) broadly, if possible , the extent of under estimate in the coverage of establishments; and
- (b) the component of estimated employment.

B. Employment Trends:

- (i) Describe and comment on employment trends, give statistical data as in Table I. Briefly, mention the important changes in employment in public and private sectors.
- (ii) Employment in the public Sector

Give statistical data as in Table 2, Mention the important changes together with reasons therefor. Policy changes, if any, in recruitment, retirement, etc, should be referred to briefly.
- (iii) Employment in the Private Sector:

* Seasonal industries being the ones mentioned in DGE & T. D. O. NO MP-13 (16)/64 –65 dated 22-11-1966

(a) Give following statistics:

Employment in	Smaller establishments	Larger establishments	Total
	(1)	(2)	(3)
Current Quarter			
Previous Quarter			
Corresponding Quarter of the previous year			

Comments on employment in Larger establishments (employing 25 or more workers) and smaller establishments (employing 10-24 workers) giving reasons for any significant changes in these two components.

Note: The figures should be in lakhs or thousands. The relevant percentage should be given (in brackets) below the figures of employment.

C. Industry wise Analysis: Give information as in Table 3. Refer also to the detailed information given in QER-1 { old name Appendix I) and comment on:

- (a) Employment situation in industries, employing a sizeable number of workers- the actual limit being chosen having regard to employment content and developing industries.
- (b) Specify, the cause and factors responsible for the variations such as: setting up, expansion and closure of establishments: strikes, lay offs, and lock-outs; availability/ non availability of resources-financial material and human: investment,,production , changes in technology, unutilized capacity in identifiable industries, wherever possible.

In particular, mention industries where employment is decreasing, taking into account the seasonal nature.

D. Area-wise Analysis:

Give a brief para highlighting the important changes in the employment market in each of the districts divisions, as may be considered appropriate.

III WOMEN'S EMPLOYMENT

Give the following statistical data:

No. of women employees at the end of	Public Sector	Private Sector`		Percentage of women to total employment
		Smaller establishment	Larger establishment	
Current Quarter				
Previous Quarter				
Corresponding Quarter of the Previous Year				

Based on the above and the experience gained, comment on the pattern of and changes in women's employment

Note: Give the figures in thousands or in any convenient manner.

IV. MANPOWER –Supply and Demand

(i) Work –seekers

Give the following information :

No. of Work Seekers on the Live Register of Employment Exchanges.	Educated*		Others		Total	
	Total	Freshers	Total	Freshers	Total	Freshers
Current Quarter						
Previous Quarter						
Corresponding Quarter of the previous year						

*Studied upto Matriculation and above.

Note: 1. Freshers means persons without professional, technical or vocational training and work experience. Educated (Freshers) would comprise of N.C.O Code X OO

2. Absolute figures may be rounded up and given in hundreds or thousands, as may be appropriate.

(ii) Occupational Analysis of Work Seekers:

Give the occupational analysis of work seekers-both total and freshers half yearly(when the data are tabulated) as in Table 4

Comment on significant variations amongst the different occupational divisions.

Whenever possible/necessary, pinpoint the specific occupations in which the numbers may have undergone a significant change.

(iii) Demands for Personnel:

Vacancies: Give figures of vacancies notified as under:

Total no of vacancies notified	Public	Private	Total
CurrentQuarter			
Previous Quarter			
Corresponding Quarter of the previous year			

Note: Give the percentage to total in brackets against all these columns.

Comment on significant variations, relating them-to the extent possible to major changes in Government policies with regard to recruitment.

(iv) Occupational analysis of vacancies notified:

Give information as in Table 5.

Comment on significant variations on the same lines as in(iii) ,also compare broadly with No. of work-seekers of corresponding occupational categories on the Live Register.

(v) Placements made:
Give figures of placements made as in (iii) above.

Comment on the proportion of vacancies filled to notified with reasons for substantial variations. A mention about the adequacy of the Live Register and hard-to-fill vacancies may be made.

(vi) Vacancies outstanding:

Give an analysis of the number of vacancies outstanding at the end of quarter, according to occupational categories and compare with previous quarter.

(vii) Manpower shortages and surpluses:

Make brief mention of persistent and widespread shortages-particularly key personnel.

Corroborate the information with the experience gained by the employment operations and views particularly of employer's organizations and policy statements made in important forums, such as legislative assemblies, seminars, etc.

Mention briefly the areas/industries known to be having surplus manpower or where they are likely to be rendered surplus.

V. OUTLOOK

Make and over-all assessment of the manpower situation, taking into account –

- (i) the existing situation as outlined in A to D of Section II, (Employment trends), and
- (ii) probable developments in the situation in the next two quarters or ,so.

This should include an assessment of the employment situation in specific industries, if possible. The contents of this section need not exceed a para or two to begin with. (Check the forecasts made with earlier forecasts of Employment Outlook in order to develop techniques for making your forecasts under this section more precise).

For further information CONTACT: State Employment Information Officer(Tel. No....., Address.....)

TABLES TO BE INCORPORATED IN THE MAIN BODY OF THE REVIEW:

Table 1

Quarter	Employment		Total
	Private Sector	Public Sector	
Current			
Previous			
Percent Change: a)in the current quarter over the previous quarter			
b)during the previous quarter.			
c)during the corresponding quarter of the previous year			

Table 2

Type of Establishment	Employment in Public Sector		Change		Percentage change a year ago
	Current Quarter	Previous Quarter	No.	Percent	
Central Govt.					
State Govt.					
Quasi Govt.					
Local Bodies					
Total					

Table 3

Industry Division	Employment as on			Change in Total over the previous quarter	Percentage change a year ago
	Public Sector	Private Sector	Total No		
1.					
2.					
3					
Etc.					

Table 4

Occupational Division	Occupational Analysis of Work-seekers				Live Register	
	Educated		Others		Total	Freshers
	Total	Fresh Workers	Total	Fresh Workers		
1.						
2.						
3.						
Etc.						

Table 5

Occupational Division	Employment in Public Sector		Change		Percentage change a year ago
	Current Quarter	Previous Quarter	No.	Percent	
I					
II					
III					
IV					
Total					

NOTE: Give the figure of employment in lakhs or in thousands and not, the absolute numbers. The purpose is that the data should be easily comprehensible and easy to grasp; they must tally with the information given in Appendices.

{Appendix II(7) continued}
QER-1

Employment in different Industries at the end of

Industry	Public Sector	Private Sector		Total Column (2+3)	Percentage a Quarter ago	Change* A year ago
		Total	Larger establishment			
1.	2.	3.	4.	5.	6.	7.
I. Agriculture, Live stock etc.						
II.						
III.						
IV.						
V, .etc.						

Note: (i) Give the information in rounded figures, if the absolute one are too unwieldy.

(ii) the industries should generally be at three-digit level; in the case of industries with a low employment content, 50, they may be clubbed together and give under 'others' within each Industry Division.

* Only in respect of total employment.

{APPENDIX II(7) continued}

QER-2

Employment in Areas (Districts)

Regions/ Districts	Total Employment	Percentage change compared with the	
		Previous Quarter	Corresponding quarter of the previous year
(1)	(2)	(3)	(4)

Note: In column 1, the information should be given for each administration district separately.

QER-3

Occupational analysis of vacancies notified

Occupations	No. of Vacancies notified during		Change		Percentage Change a year ago
	Current Quarter	Previous Quarter	NO.	Percent	
(1)	(2)	(3)	(4)	(5)	(6)
Total					

Note: Only such occupations in which the number of vacancies notified is quantitatively large or qualitatively significant may be mentioned here, all other occupations may be shown under the category (others)

APPENDIX II (8)
AN OUTLINE OF THE REPORT ON OCCUPATIONAL Cum EDUCATIONAL
PATTERN IN PUBLIC/PRIVATE SECTOR

The reports for Public sector and Private sector should be prepared separately. The report should have three or four diagrams showing occupational distribution of total employees and women employees, and changes in the occupational pattern as compared to the previous data.

The report should be prepared under the following heads:-

1. Summary
2. Introduction.
3. Occupational Pattern of Employees.
4. Educational Pattern of Employees.
5. Occupational Pattern in different branches of the Public Sector (for Public Sector report).
6. Trends in Occupational Pattern.
7. Occupational Pattern in Public and Private Sectors – A comparison.
8. Women employees and their Occupational Pattern
9. Trends in Occupational Pattern of Women employees.
10. Occupational Pattern of Women employees : public and Private Sectors.
11. Educational Pattern of Women employees.
12. Occupational Pattern : Selected Industries.
13. Occupational Pattern by educational level : Selected Occupations and Industries.
14. Appendices.

APPENDIX II (9)

TIME TABLE FOR INSPECTION OF EMPLOYER'S RECORDS

State _____ Public/Private Sector _____

Year _____

S No	District	Number of Establishments on the Employer's Register		Number to be inspected										
				First Quarter		Second Quarter		Third Quarter		Fourth Quarter		Total		
		Bigger*	Smaller +	B*	S+	B	S	B	S	B	S	B	S	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	

* Bigger Establishments (with 100 or more workers)

+ Smaller Establishments (with 26 to 99 workers)

APPENDIX II (10)

**PROFORMA FOR INSPECTION REPORT OF EMPLOYERS, RECORDS OF
EMPLOYMENT EXCHANGES (CNV) ACT, 1959**

1. Factual

(This should be verified with reference to existing records. Modifications in Employment Exchange records considered necessary should be specified).

1. Names and addresses of the establishment	
2. Name of the principal officer and labour Officer, etc. of the establishment and their telephone number	
3. Principal and subsidiary economic activity and National Industry Code (NIC)	
4. Date of Inspection	
5. Period covered under inspection.	
6. Date of last inspection, if any	
7. Records inspected (viz. Attendance Register, Muster Roll, Pay Bills, appointment letters, Newspaper advertisements, etc. specify)	
8. Names and designation of the persons interviewed/contacted during the course of inspection	

II. Timely rendition of returns

(Col. 1 to 6 should be filled in advance of the visit of the establishment)

Sl. No	Return (specify last four quarterly returns and available ER-II)	Due date for rendition	Date on which received	No. of reminders issued	Date of personal visits to obtain returns, if any	Assessment
1	2	3	4	5	6	7

III. Number of employees on roll

(Scrutiny of last four quarters should be done)

(Col. 1 to 4 should be filled in advance of the visit to the establishment)

Sl. No.	Quarter ended on	Employment reported in ER-I		Employment verified from the records		Modification(s) in the existing Employment Exchange Records	Assessment
		Men	Women	Men	Women		
1	2	3	4	5	6	7	8

IV. Particulars of vacancies

(a) No. of vacancies occurred
(Col. 1 and 9 should be filled prior to visit)

Quarter ended (mention last four quarters)	No. occurred Shown in ER-I return	Revealed from employers' records	Remarks about difference in Col. 2 and 3	Assessment
1	2	3	4	5

(b) No. of vacancies notified
(Col. 1, 2 and 3 should be filled before visit).

Quarter ended (Mention 2 quarters for bigger establishments and 4 for smaller ones)	N.C.O. Code	No. notified to local Exchanges (Exchange Records)	No. notified to C.E.E. (as revealed by employer's records)	Total (3+4)	Vacancies filled through Exchanges	Assessment
1	2	3	4	5	6	7

(contd.)

Whether qualification prescribed at the time of notifying the vacancy to the Employment Exchange were possessed by the employee	If terms and conditions were relaxed when the vacancy re- notified to the Exchange	Assessment
8	9	10

(c) Vacancies filled from sources other than Employment Exchanges/C.E.E.

(Records such as pay/wage bills attendance register, etc. for the last six months should be scrutinized to reveal this information).

Sl. No.	Name of person engaged	Date of engagement & source of recruitment	Designation of post	Pay	Duration
(1)	(2)	(3)	(4)	(5)	(6)

(d) Vacancies remained unfilled at the end of quarter due to shortage of suitable applicants.

Quarter inspected

N.C.O.	<u>Number of vacancies remained unfilled</u> E.R.I.	As per employer's records	Assessment
1	2	3	4

V. Summary of modification.

VI. Comments on infringements and other defaults, if any action suggested.

VII. Any other comments.

(Signature of the Inspecting Officer)

Designation:
Office address:
Email:

Copy to :

- (1) SEMI Unit.
- (2) Enforcement Cell State Headquarters.
- (3) Employers Card (EM-I)
- (4) File

APPENDIX II(11)

FORM OF STANDARD LETTER TO BE ISSUED TO DEFAULTING EMPLOYERS/ PERSONS TO SHOW CAUSE

* This is to bring to your notice that you (here include the name of the employer, etc) failed to notify to the Employment Exchange _____ vacancy/vacancies (here mention the designation of vacancy/vacancies) in contravention of sub-section (1) or sub-section(2) of Section 4 of the employment Exchange (Compulsory Notification of Vacancies) Act ,1959 (31 of 1959).

* * This is to bring to your notice that :-

- (1) You refused or neglected to furnish information(here specify the particulars of information which were asked to be furnished) or return (here specify the returns which were required to be furnished), or
- (2) You furnished or caused to be furnished (here specify the particulars of information which were furnished or caused to be furnished) or return (here specify the returns which were furnished or caused to be furnished)which you knew to be false, or
- (3) You refused to answer, or gave a false answer to any question for obtaining information required to be furnished by you under Section 5, or
- (4) You impeded the right of access to relevant record or document or the right of entry conferred by section 6

You are hereby required to show cause, within a period of a fortnight from the date of receipt of this letter, why you should not be prosecuted for non-compliance with the provisions of the said Act. If no reply is received from you within a period of a fortnight from the date of receipt of this letter further action will be taken against you.

Signature of Director/**Authorized Officer(specify)**

*Delete inapplicable paragraph.

* * Delete whatever is not applicable

To

APPENDIX II (12)

(Para 6.3)

STANDARD CHECK-LIST OF POINTS FOR INSPECTION OF THE EMI UNITS BY THE SEMI UNIT OFFICERS OF STATE/UNION TERRITORIES

Advance Preparation for inspection

The Inspecting Officers may arrange to carry with him (a) Note on observations made at the time of inspections conducted last and compliance thereupon: (b) Statement showing results of the scrutiny of ER-II /EMI Statement in the SEMI Unit/DGE: (c) A copy of the report on Central Technical Evaluation together with Compliance, (d) Copies of instructions issued in the recent past by DGE /SEMI Unit.

ITEMS TO BE EXAMINED INTENSIVELY

I. Employers' Register

1. Study the growth of Employers' Register over a period of last 3-4 years. Find out the number of establishments identified/closed during these years.
2. Carry out sample –checks to know if the Register is up to date by referring to the records of X-2/X-64
3. Verify from records if steps taken to address known sources and whether “Sources Lists” are being received regularly.
4. See if any plan of action has been drawn towards periodical up –dating of Employers' Registers.
5. Look into the records of Street/Surveys conducted last in the District/Area to comment on its success etc.

II. Maintenance of EM-1/EM –2/EM-1 (A)

1. Check whether EM-I cards Employers' Index Envelopes are maintained as per requirements of the National Employment Service Manual-Vol. I, Part II Paras –2.17-2.20. Specially check up the following aspects, whether:-
 - (i) EM-I cards are in the Proforma as per Appendix II(1) of the National Employment Service Manual –Vol. II
 - (ii) Their filing arrangement is in proper order (A) Separately for private and public sector, (C.G, S.G, C (Q) G,S (Q)G, L.B): (B) within public sector according to departments/ICL and alphabetically; (C) private sector cards are arranged ICL wise and within ICL alphabetically.
 - (iii) Serial No allotted to the establishment in EM-I is the same as given in the Book Record of Employers(EM-2)
 - (iv) Principal and subsidiary; activity of establishments are recorded appropriately in items 6(a) & 6(b) of the card in consonance with the N.I.C Code No.
 - (v) Details of employment as reported by employers in ER-I are entered in Cols.I-9 of the EM-I Card immediately on receipt of the returns.

- (vi) EM-I cards endorsed 'Act' wherever appropriate.
 - (vii) Are the contact notes being maintained in EM-I (A)/ EM-I ?
 - (viii) Is the Employment Exchange filing all correspondence regarding returns etc. in the EM-I cards,
 - (ix) Details of number of vacancies notified and filled as revealed from X-2/X-64 and number of vacancies against which submissions not made are entered in Col.(10) and (13) of EM-I Card and discrepancies followed up with the employers.
2. Check whether EM-2 Book Records of Employers are maintained as per instructions contained in para 2.17 of the National Employment Service Manual –Vol. I ,Part II. Specially check-up the following aspects whether :-
- (i) Record is maintained in the Proforma given at Appendix II(2) of the NESM Vol.. II
 - (ii) Entries of dates of identification of establishment/transfer etc. are properly made in the remarks column.
 - (iii) Entries against such establishment which are not required to render information for the reasons of the level of collection and organisational charts etc, have been made in red ink for avoiding duplication in Collection of Data etc.
3. Check whether results of contacts made by the officers of the Employment Service are maintained in the Proforma EM-I (A) appropriately.

III Collection of E.M.I Returns

1. In order to verify as to whether action towards preparation and issue of ER-I /ER-II Forms is taken, the Inspecting Officers may check whether entries are appropriately made on the items such as name, address NIC code, activity of the establishment/Employer; period for which the data is called for; employment figures for the previous quarter ;Serial number of the establishments to facilitate a reference etc. as also the following details:
- (i) Are the ER-I /ER II forms being issued in time i.e in the last week of the quarter to which they related?
 - (ii) Are the ER-I and ER-II forms issued to Non- Act establishments amended before issue.
2. With a view to verifying follow up action taken towards collection of returns check up from entries on the EM-I card as to whether for Act Establishments :-
- (i) Reminders are issued to those who fail to furnish returns within 30 days.
 - (ii) Personal contacts are made after waiting for the response to the reminder after one week.
 - (iii) Their names are reported to S.D.
 - (iv) For Non Act establishment whether all out efforts are reflected from records including EM-I (A) and finally see if the enquiry is invariably closed at the end of 8 weeks from the date of enquiry: and
 - (v) Procedure being followed for collection of return from contractors if they are not available at work site/office / residential address.

3. Verify from response studies made in the past if any, the state of response “within 30 days” and “till the close” of the enquiry to look to the effort geared and progress made in that direction.
4. Check up from records, loss in terms of employment due to non response.
5. Compare the rate of response before and after adopting the procedure of discontinuing issue of forms to Act-employers.

IV Scrutiny of Returns

For the purposes of examining adequacy action taken in the EMI Unit on the returns furnished by employers, following items will need to be scrutinized :-

1. For ER-I Check whether :

- (i) date of receipt is noted on top left corner of returns:
- (ii) NIC codes + serial No. of the establishment , are recorded:
- (iii) details of entries in ER-I tally with those in the EM-I
- (iv) reasons for significant/abrupt change are ascertained from employers:
- (v) check whether vacancies arising as a result of increase in employment between two quarters, were shown as occurred and notified and, if not reasons for the same have been provided under item (3);
- (vi) whether the vacancy details obtained through ;ER-I checked through records in the vacancy section, If so , how?
- (vii) what steps are being taken to verify the shortages revealed through ER- 1 in the light of experience at the Exchange ?
- (viii) running records relating to reasons for significant changes, shortage occupation etc. as prescribed in Annexure II(8) of Vol. II are compiled/ maintained and put to use in analysing data in EM-I Statement /Reports:
- (ix) evidence of compilation sheets reveal that the data is compiled on day to day basis;
- (x) Is the Officer in charge scrutinising 5% of the returns?

2. For ER-II check whether:-

- (i) action as in (i) +(ii) of (1) above is taken;
- (ii) total employment of an establishment in ER-II tally with ER-I of the corresponding quarter; if not verify also the action taken;
- (iii) appropriately the employers furnish occupational break up, and educational details;
- (iv) NCO, Educational codes are allotted nationally;
- (v) Coding is sample-checked at officers level;
- (vi) Employers’ forecasts of vacancies in the last col. of the return is compiled and use by V.G.O.+E.O. dealing with placements;
- (vii) these returns are despatched in fashion required and also in time.

V. Compilation of EMI Statements and Quality

Initially, ascertain the delays occurred, if any, in the despatch of EMI Statements and look into its quality for finding reasons for the time-lag and for suggesting concrete steps to improve their quality in future. In this context check whether :-

- (i) System in vogue, for compilation permits for simultaneous compilation with the receipt of return from X or Y establishment;
- (ii) compilation for one NIC code conforms to the entries made in the returns in that Industry + quarter;
- (iii) reasons for changes are inferred from the running record on the subject or quoted in general to see how far they are meaningful.

VI. Preparation and Distribution of Area Reports

1. Examine with reference to the EMI Statement for a quarter as to whether the quarterly area employment market report tally with its statistical contents. Look into their get up, subject matter incorporated; analysis made, inference drawn and employment outlook presented in the report. Care may be given to aspects of examination pertaining to reasons explaining rise/fall; highlights of the report; interesting features concerning industries of local importance etc. Check also whether the delays occurred in the release of reports, and if so reasons may be verified for remedial action.
2. Is the distribution list of the area report comprehensive to include all important users of EMI ? When was this list last reviewed ?
3. Are the reports discussed in any of the Distt. Committees ?
4. What other uses (any by whom) are made of the EMI data ?

VII. Other items to be examined

1. Employment Exchanges (Compulsory Notification of Vacancies) Act

With a view to examining the aspects of enforcement of the Employment Exchange (CNV) Act/Rules, check whether:-

- (i) Powers delegated to officers in Exchange for the inspection of employers records, are being made use of;
- (ii) persistent defaulters are dealt appropriately with issue of show-cause letters, launching of prosecution etc;
- (iii) inspections are conducted systematically and reports detailed in the prescribed format;
- (iv) the quarterly Summary of statistics on the work done in connection with the Act is qualitative and action-oriented beside being rich in information.

2. Weeding out of Records Vs. Maintenance

Examine whether proper system exists in the Unit for filling and preserving important records. Check up the system followed for weeding out out-dated records/returns/compilation sheets/EMI Statements etc.

3. Staff Training

In the background of the working of the EMI Unit its staffing may be assessed and the training needs, if any, need to be given special mention.

4. Staff position

Examine as to whether the staff provided for the work is as per the staffing formula.

5. Maintenance of Charts and Graphs

Examine as to whether the charts & graphs relevant to the Distt. Employment Information are being maintained and displayed. Whether data about the economy of the Area are maintained.

Liaison with the Employers and employers Organisations etc.

- (i) Has any process been evolved to contact employers and Employers' Organisations so as to seek their cooperation?
- (ii) What steps have been taken to maintain liaison with the workers organisations.

Internal Inspections

Check as to whether the Officer-in-Charge conducts internal inspections.

Impression on overall working

Guided by the overall working of the EMI Unit, and in the light of adherence to EMI Procedures; the inspecting Officer may provide guidance for smoothening the programme on efficient footing at the Exchange. Approach towards inspections thus need to be kept 'educative' and not 'fault-finding'.

NESM VOLUME - II

PART III



VOCATIONAL GUIDANCE AND EMPLOYMENT COUNSELLING PROGRAMME

APPENDIX III (1)

GUIDANCE CODE NUMBERS

1. The coding system involved in assigning guidance code numbers is based on two characteristics of the applicant or the Client.
 - (i) The Interest of the applicant or the client.
 - (ii) The educational level of the applicant or the client.
2. The term “interest” is used in a general sense and includes those particulars of the applicant or the client which made him/her suitable for a broad field of occupations, training course, or apprenticeships. The educational level refers to the level reached in school or college.
3. The code consists of two digits with a point between them. The digit before the point indicates the aptitude and the digit after the point denotes the educational level.
4. Interest are indicated by digits as under :

0-Technical	Interest for engineering and technical crafts.
1-Health	Interest for occupation in the field of health such as medicine, nursing , pharmacy, etc
2-Scientific	Interest for occupations in physical and biological sciences excluding occupation in the field of health.
3-Welfare	Interest for occupation in social work and social science
4-Teaching	Interest for teaching occupations.
5-Clerical	Interest for typing, stenography and clerical work.
6-Business Contact	Interest for selling and other business occupations which require contact with human beings.
7- Manual	Interest for manual or repetitive work which does not require mechanical ability.
8- Literary	Interest for work requiring literary bent such as librarianship, journalism, etc.
9 Artistic	Interest in any field of art such as music, drawing and dancing.
10-Protective	Interest for work characterized by great deal of physical activity as in police, Fire Fighting and Defence Services(excepting those occupations in Defence Services which require Mechanical Scientific and other interests).

The following digits should be assigned to denote the educational level.

1. Post-Graduate	Passed Post Graduation examination such as M.A, M. Sc.
2. Graduate	Passed Graduate Examination such as B.A, B. Sc.
3. Intermediate/P.U.C./ Higher Secondary	Passed Intermediate/P.U.C./ Higher secondary Examination
4. Matriculate	Passed Matriculation or High School or Secondary Examination
5. Middle	Passed Middle School or Junior High School Examination
6. Post Graduate Diploma	Passed Post Graduate Diploma
7. Under Graduate Diploma	Passed under Graduate Diploma
8. Certificate	Passed certificate examination
9. Others	Includes illiterate and literate below Middle School standard

5. Examples:

- (a) If an applicant who has passed his matriculation examination and is judged suitable for a craftsman training courses, he should be assigned the Guidance Code Number 0.4.
- (b) If a Graduate is judged suitable for a course in Librarianship, he should be given as his Guidance Code No.8.2

6. If an applicant is found to have interest in more than one area, he should be given the Guidance Code Number according to his highest interest. Alternative Guidance Code Number should be given in respect of other interest. Not more than two such alternative Guidance Code Numbers should be given.

APPENDIX III(2)

PROFORMA I

(For Collection of Job information from employees)

Family No

N.C.O. No.	Name of Occupation	Qualification and age	Pay Scale	Method of Recruitment	Channel of Promotion	Establishment and appointing authority	Remarks
1	2	3	4	5	6	7	8

PROFORMA II

(For collection of training information from heads of Training Institutions)

Serial No	Name of the course/trade	Qualifications and age	Duration of course	Name of the Institute	Method of recruitment	Fees charged	Postal Facilities	No. of seats	Probable date of opening	Remarks
1	2	3	4	5	6	7	8	9	10	11

APPENDIX III(3)

REFERENCE CARD FOR MATRICULATES – OCCUPATIONS

Serial No.	Name of the Occupation	Reference
1	2	3
1.	Key Punch Operator (Railway)	Family No. 4113
2.	Fireman (Railway)	Family No. 8162
3.	Telephone Operator.	Family No.4222

REFERENCE CARD FOR MATRICULATE- TRAINING COURSES

Serial No.	Name of the Training Course	Reference
1	2	3
1.	Electrician	0.4 Page 1,
2.	Draughtsman (Civil).	0.4 Page 9 .
3.	Health Visitor	1.4 Page 2

NESM VOLUME - II

PART IV



PLACEMENT OF THE PERSONS WITH DISABILITIES

APPENDIX IV(I)

FORM PWD - I

**FORM TO BE USED BY INSTITUTIONS FOR THE DISABLED
(BOTH GOVERNMENT & NON GOVERNMENT) RECOMMENDING
PERSONS FOR PLACEMENT**

Name and Address of the Institution

To

The Employment Officer for the **Persons with Disabilities**,
Directorate of Employment,
.....

The following information refers to a person with disability who is due to leave/left this Institution onHe is capable of being gainfully employed and is anxious to obtain suitable work.

1. (a) Full Name (BLOCK LETTERS)
(b) Father's Name
2. Date of Birth/Approx. Age
3. Sex
4. Marital Status - Married / Single/ Widowed/ Deserted
5. Religion
6. Caste
7. Postal Address
 - (i) Temporary.....
 - (ii) Permanent
8. He/she will be prepared to make his/her own arrangements for board and lodging and for escort (if required) should suitable employment be found for him/her. (Yes/No)
9. Nature of disability, and approximate date of onset.
10. Extent of disability.
11. Is the applicant mobile, if not, state the limitations.
12. In case of applicant recommended by a School for the Disabled
 - (a) The total period spent at the School indicating names of the schools, if any, attended by him/ her before the present one
 - (b) Level of educational attainment
 - (c) Details of degrees, diplomas or certificates obtained
 - (d) Knowledge of Languages, Reading/Speaking/Writing
 - (e) Details of pre-vocational or vocational training received indicating the standard of proficiency achieved in each subject separately.....
 - (f) Details of technical or professional certificates obtained

- (g) Any special aptitudes or personal inclinations regarding employment
13. In the case of an applicant recommended by other Institutions for the disabled:
- (a) Level of Educational attainment
 - (b) Details of degrees, diplomas or certificates obtained, (if any)
 - (c) Knowledge of language, Reading/Speaking/Writing
 - (d) Details of any previous industrial, commercial or job experience giving approximate dates.
 - (e) Details of pre vocational or vocational training received indicating the standard of proficiency achieved in each subject separately.
 - (f) Details of any technical or professional certificates obtained
 - (g) Any special aptitudes or personal inclinations regarding employment.
14. Personal qualities to be completed in every case:
- (a) Personal appearance
 - (b) Intelligence
 - (c) Personality
 - (d) Character
 - (e) Attitude to work
15. Any special qualification not already mentioned e.g., examinations passed, apprenticeship served etc.
16. Participation in State/ National/ International events such as Sports, Cultural and other activities if any:
17. Has the applicant previously been registered at an Employment Exchange? If so, please give details of the Employment Exchange, Registration Number etc.
18. Additional information, if any.

Signature of the person.....recommending the applicant
(Head of Institution or other responsible persons)
Date.....

FORM PWD - .2

(Para3.1 of Part IV)

FORM FOR USE IN SUBMITTING A CASE TO THE BOARD OF EXPERTS

NATIONAL EMPLOYMENT SERVICE

Reference to Board of Experts

Employment Officer for the **Persons with Disabilities**, Directorate of Employment,

.....
.....

Date.....

Part I (to be completed by Employment Officer in advance)

1. Name.....
2. Age.....
3. Address.
4. Marital Status.
5. Sex.....
6. Nature of disability, approximate date of onset and details of any available medical evidence.....
7. Details of any previous industrial experience.....
8. Any other relevant information.....
9. Reason for reference to Board of Experts:-
 - Recommendation requested as to whether the eligibility condition for registration are satisfied.
 - Medical guidance is required, and completion of the necessary medical report from DPI to assist in placing in employment.
10. Remarks by the Employment Officer

Signature of Employment Officer
Date.....

PART II (to be completed during the hearing)

11. Additional information obtained
12. Recommendation of the Board:

Signature of member...
Date.....

PART III (to be completed after the hearing)

13. Recommendation of the Board accepted.

Signature of the EOH
Date.....

FORM PWD - 3

BOARD OF EXPERTS CASE LIST

List No.....

Date of meeting.....

Place of meeting.....

Case No.	Name and Address of Applicant	Regn. No.	Age	Disability	Did applicant attend hearing	Result of Examination		
						(a) Is applicant fit for Employment	(b) Brief Note of employment for which suitable	(c) Remarks
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								

Members of Board who were present

- i.
- ii.
- iii.

Signature of Employment Officer

Date.....

FORM PWD - 4
FORM OF A LETTER TO BE USED WHEN SENDING A COPY OF A
MEDICAL REPORT TO AN EMPLOYING AUTHORITY ON REQUEST IN
ACCORDANCE WITH PARA 2(b) OF GUIDANCE NOTE III.

(Highly Confidential)

**NATIONAL EMPLOYMENT
SERVICE**

**Employment Office for the
Persons with Disabilities,
Directorate of Employment**

Date.....

To

.....
.....
.....

Dear Sir,

Name.....
Address.....

With reference to your request for medical information about the above named disabled person, I am enclosing a copy of the such information after obtaining his/her written consent to the disclosure of the medical evidence held by this Office.

I have to request that the medical information disclosed be regarded as strictly confidential within the accepted sense of medical practice.

Yours faithfully,

Employment Officer.....

FORM PWD - 5

FORM TO BE USED FOR OBTAINING WRITTEN CONSENT TO THE DISCLOSURE TO CERTAIN SPECIFIED PERSONS, IN GENERAL LAY TERMS, OF MEDICAL INFORMATION HELD BY THE DEPARTMENT (PARA OF GUIDANCE NOTE III) IN RESPECT OF THE PERSON WITH DISABILITY

NATIONAL EMPLOYMENT SERVICE

Office of the Employment Officer for the Persons with Disabilities..... Directorate of Employment

Date.....

1. Authority to Disclose Medical Information.

I.....(Name of the person) of(Address)

authorize the Employment Officer for the Persons with Disabilities to disclose to:-

Any medical information held by the Employment Officer in my case.
Signature/Thumb ImpressionDate.....Witness.....

2. Authority to Disclose Medical Information.

I.....(Name of the person) of(Address)

authorize the Employment Officer for the Persons with Disabilities to disclose to:-

Any medical information held by the Employment Officer in my case.
Signature/Thumb ImpressionDate.....Witness.....

3. For Official Use

The following information has been disclosed as above:-

(Initials)
(Date)

Appendix – IV(2)

Para 26.1 (iii)

Disability Codes to be used on the X - 1

<i>Disability</i>	<i>Code</i>
<i>Both legs affected but not arms</i>	<i>BL</i>
<i>Both arms affected both impaired and weakness of grip</i>	<i>BA</i>
<i>Both legs and arms affected</i>	<i>BLA</i>
<i>one leg affected (Right or left)</i>	<i>OL (R or L as the case may be)</i>
<i>one arm affected (right or left)</i>	<i>OA (R or L as the case may be)</i>
<i>a. Impaired reach</i>	<i>IR (To be added to OA)</i>
<i>b. Weakness of grip</i>	<i>WG (To be added to OA)</i>
<i>c. ataxic</i>	<i>AT (To be added to OA)</i>
<i>Stiff back and hips (cannot sit or stoop)</i>	<i>BH</i>
<i>Blind</i>	<i>B</i>
<i>Partially Blind</i>	<i>PB</i>
<i>Deaf</i>	<i>D</i>
<i>Partially deaf</i>	<i>PD</i>
<i>Deaf with Speech Defects</i>	<i>DSD</i>
<i>Other disabilities not mentioned (Specify)</i>	<i>OT</i>
<i>Cured Leprosy</i>	<i>CL</i>
<i>Respiratory Disorders</i>	<i>RP</i>

The Word Deaf and Dumb is no longer in use.

APPENDIX IV (3)

Copy of Office memorandum No. 15/8/61-Estt. Dated 23rd December 1961 from the Ministry of Home Affairs to all the Ministries of the Government of India.

Subject: PROFICIENCY IN TYPEWRITING FOR APPOINTMENT TO CLERICAL POSTS UNDER THE GOVERNMENT OF INDIA- EXEMPTION FROM , IN THE CASE OF PHYSICALLY HANDICAPPED PERSONS

The undersigned is directed to refer to this Ministry's O.M. No. 71/67/56-CS (C) , dated 15th September, 1956 under which a speed of 30 words per minute in typing has been prescribed as an essential qualification for recruitment made through the Employment Exchanges to posts of lower Division Clerk. Representations have been received in this Ministry that the above condition operates very harshly in the case of physically handicapped persons who are otherwise eligible for appointment to posts of Lower Division Clerk but cannot be so appointed for the reason that they are not able to satisfy the typing qualification due to the disability they are suffering from. It has been represented that typing qualification in their case should not be insisted upon.

2. After careful consideration of the matter, it has been decided that such of the physically handicapped persons who are otherwise qualified to hold clerical posts and who are certified as being unable to type by the medical Board attached to Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) should be exempted from the typing qualification. Accordingly, while retaining the typing qualification in the recruitment rules for the posts of lower Division Clerk, a provision should be made therein that this qualification will not apply in the case of such of the handicapped persons as mentioned above. The ministry of Finance etc., are requested to take steps for modification of the recruitment rules on the above lines.

APPENDIX IV (4)

Copy of Office Memorandum No. 39016/6/77-Estt (C), dated 4th November, 1977 from Ministry of Home Affairs (Department of Personnel and Administrative Reforms) addressed to All Ministries/ Departments.)

SUBJECT: RESERVATION OF POSTS FOR THE PHYSICALLY HANDICAPPED PERSONS IN GROUP C AND D POSTS/ SERVICES UNDER THE CENTRAL GOVERNMENT.

The undersigned is directed to say that the question of reservation of posts in the Civil Services for the physically handicapped persons has been under consideration of the Govt. For some time. While the number of persons physically handicapped in various ways is considerable the question under consideration has been confined for the purposes of employment of the blind, the deaf and the Orthopaedically handicapped persons. The President is now pleased to decide that the reservations in Group C and D posts/ Service for physically handicapped persons listed below should be made to the extent indicated against each.

Category of the Handicapped	% of Reservation
(I) The Blind	1%
(II) The deaf	1%
(III) The Orthopaedically handicapped	1%

2. The categorization of the physically handicapped persons for purposes of reservations in employment will be on the basis of definition furnished in the Annexure attached to this Office Memorandum.

3. The reservation of posts should be made separately for each of the aforesaid three categories of the physically handicapped persons but provision may be made for inter-se-exchange of vacancies if 1% candidates belonging to a category of persons are not available or if the nature of vacancies in an office is such that a given category of persons cannot be employed. If in any year, the vacancies reserved for these categories are not filled, the reservations should be carried over for a period of upto two recruitment years. In order to implement these reservation orders, the jobs which can be performed by various categories of physically handicapped persons without loss of productivity, would be identified by the Ministries/ Departments concerned.

4. Where a Department consider that it is not possible to provide for the physically handicapped to the extent of the reservations in view of the nature of duties expected to be performed by the employees in any particular Department that Department could be partly or fully exempted from the reservation orders. The grant of such exempt shall be decided by an inter Department Committee to be set up by the Department of Social welfare, on which the Department of Social welfare, Department of Personnel and

Administrative Reforms, Department of Health and the Administrative Department concerned would be represented.

5. In the categories of jobs which are identified by the Ministries/ Departments as being particularly suitable for handicapped persons, other things being equal preference should be given to handicapped persons for such jobs even in excess of the quota reserved for them in accordance with the instructions contained in paragraph I above.

6. The Ministry of Finance etc. Are requested to bring the contents of this O.M to the notice of the offices under their administrative control for implementation of these orders.

7. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders have been issued in consultation with the Comptroller and Auditor General of India.

ANNEXURE to the above letter

Definition of the categories of the Handicapped for purposes of reservation in employment.

The Blind

The blind are those who suffer from either of the following conditions:-

- (a) total absence of sight.
- (b) Visually acuity not exceeding 6/60 or 20/200 (smelled) in the better eye with correcting lenses.
- (c) Limitation of the field of vision subtending or angle of 20 degrees or worse.

The Deaf

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear/ understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels in the better ear (Profound impairment) or total loss of hearing in both ears.

The Orthopaedically handicapped

The Orthopaedically handicapped are those who have a physically defect or deformity which causes and interference with the normal functioning of the bones, muscles and joints.

NOTE: please see latest orders in the matter at Appendix IV(13) onwards and on the website of DOPT at <https://doptcirculars.nic.in/>

APPENDIX IV-(5)

/Copy of O.M No BPE/GL –006/78/MAN/2 (68)/76-BPE (GM-I) dated 30th March, 1978 from the Ministry of Finance, Bureau of Public Enterprises/.

Subject: - Reservation of posts for the physically handicapped persons in Group C and D posts/ service under the Central Public Enterprises.

The undersigned is directed to say that the question of reservation of posts in the Central Public Enterprises for the Physically Handicapped persons has been under consideration of the government for some time. It has now been decided that the reservations in Group C & D posts-Service for the physically handicapped persons listed below should be made to the extent indicated against each: -

CATEGORY OF THE HANDICAPED	% OF RESERVATION
(1) The Blind	1%
(2) The Deaf	1%
(3) The Orthopaedically Handicapped	1%

2. The categorisation of the Physically handicapped persons for the purposes of reservation in employment will be on the bases of definition furnished in the Annexure.

3. The reservation of posts should be made separately for each of the aforesaid three categories of the Physically handicapped persons but provision may be made for inter-exchange of vacancies if candidates belonging to a category of persons are not available or if the nature of vacancies in an Enterprises is such that a given category of persons cannot be employed. If in any year, the vacancies reserved for these categories are not filled the reservation should be carried over for a period of upto two recruitment years. In order to implement these reservation orders, the jobs which can be performed by various categories of physically handicapped persons without loss of productivity should be identified by the concerned Central Public Enterprises.

4. The Central Public Enterprises where the ceiling of 50% reservations has been reached, taking together reservation of SC/STs, Ex-Servicemen and dependents of those killed in action as also promotions from Group D to Group C., the quota for Ex-Servicemen and dependent of those killed in action would be correspondingly reduced so as to enable reservation for handicapped as in para 1 above.

5. The Public Enterprises were, requested vide, BPE No. 2(46)/73 –BPE (GM-I) dated 30th March, 1974 to allow age relaxation of 5 years in upper age limit to the Blind, Deaf-mute and Orthopaedically handicapped persons in the matter of appointment to posts equivalent to class III and class IV (now Group C and Group D) in the Central Government as one of the measures for furthering the cause of accommodating the physically handicapped persons in social life in useful occupations. In partial modifications of the orders of 1974 referred to above, it has been decided that the upper age limit in the case of blind, deaf-mute and Orthopaedically handicapped persons should be relaxed upto 10 years for purposes of appointment to Group C and D posts.

6. In the categories of jobs which are identified by the Central Public Enterprises as being particularly suitable for handicapped persons, other things being equal, preference should be given to handicapped persons for such jobs even in excess of the quota reserved for them in accordance with the instructions contained in paragraph 1 above.

7. The Ministry of Petroleum etc. are requested to suitably advise the Central Public Enterprises under their administrative controls so as to ensure compliance of these orders. The Public Enterprises may also be intimated that the directive issued to them regarding reservation of posts for Ex-servicemen and dependents of those killed in action may be deemed to have been modified to the extent indicated in para 4 above.

APPENDIX IV (6)

(Para 12.2)

/Copy of letter No.3/6/81-SCT (B) dated 16th March,1982 from Ministry of Finance, Department of Economics Affairs (Banking Division) to the Chairman & MD. (20 Nationalised Bank), Chairman, State Bank of India, Managing Directors: 7 subsidiaries of SBI, Chief Manager, Reserve Bank of India, Chief Executive of IFCI, IRDI & IDBI and chairman : All the 10 SBRBS/.

SUBJECT: - REDUCTION IN APPLICATION FEE FOR THE PHYSICALLY HANDICAPPED PERSONS

I am directed to say that at present, for recruitment to the posts of officers and clerks in the Public Sector Banks, no concession in application fee etc. is available to the physically handicapped candidates. The matter has been examined and it has been decided that for recruitment to the posts of officers/ Clerks in the Public Sector Banks, the physically handicapped candidates may be charged the same application fee as is being charged from the candidates belonging to the Scheduled Castes/ Scheduled Tribe Communities.

NOTE: please see latest orders in the matter at Appendix IV(14) onwards and on the website of DOPT at <https://doptcirculares.nic.in/>

APPENDIX IV (7)

LETTER TO BE ADAPTED FOR USE IN APPROPRIATE CASES AS A FORM OF INFORMATION TO AN EMPLOYER IN MAKING AN APPROACH IN THE PLACEMENT OF THE PERSONS WITH DISABILITIES.

(Copies should be prepared individually so that they will appear to be personal)

Full Address of the Employer

Employment office for the **Persons with Disabilities** Directorate of Employment

Dear Sir,

You may be aware that the Employment Service also assists persons with disabilities such as the blind, deaf and dumb and Orthopaedically **disabled** in obtaining suitable employment. My duties in addition to that of Employment Officer for **Persons with Disabilities** include identifying occupations suitable for the **persons with disabilities**, and collecting information about the size of the problem and the special needs of the **disabled**.

Experience in some of the more developed countries has shown that there are very few spheres of human activity in which the persons with disabilities cannot compete on equal terms with the able-bodied, provided they are properly trained and given the opportunity of proving their worth. Already in this country a start has been made in placing the disabled/ persons with disabilities in employment and, there is evidence that, in carefully selected occupations in which the disability is no handicap, they are proving to be as good if not better than the able-bodied.

In practice, there are very few occupations which require the use of all of a worker's physical and mental faculties; for example there are many operations in which has only qualification required are manual dexterity, average intelligence, normal mechanical skill and the will to work. These operations offer good opportunities for the blind, as possession of sight does not necessarily increase worker's efficiency, nor does blindness reduce learning ability, efficiency or versatility. Similarly, there are numerous occupations which do not entail the perception of sound and so can be performed satisfactorily by the deaf; there are other which do not require the use of both hands or both legs or are sedentary etc. and are therefore, suitable for the Orthopaedically **disabled**. In fact, it can safely be said that the majority of occupations would, if analysed be found to be as suitable for the **disabled** as for the able-bodied.

I have on my register a number of persons with disabilities who are seeking suitable employment. Some of them have been trained at the National Institute for the Visually disabled, Dehradun and other training institutions where the training aims at imparting self- confidence and manual dexterity. Others have received prevocational education and training at any institution for the **disabled** and have been recommended by the institution as being suitable for the anxious to obtain work.

It is possible that there may be openings in your factory which would be suitable for some of these persons and I should, therefore, be grateful if you would kindly permit me to visit you personally, by appointment, in order to discuss the matter with you. I should also welcome the opportunity of going round your factory, if possible with the person who is responsible for the engagement of staff, so that I can observe the various operations and make simple job analysis of those occupations which seem suitable for **Persons with Disabilities**. If you are able to concede to my request, would you kindly suggest a suitable date & time for my visit, giving ; if possible a few days notice.

Yours Faithfully,

Employment Officer

APPENDIX IV (8)

FORM OF FOLLOW UP ENQUIRY TO AN EMPLOYER FOR USE WHEN
PERSONAL ENQUIRY IS NOT APPROPRIATE

NATIONAL EMPLOYMENT SERVICE

In reply please quote following reference. Employment Office for the **Persons with
Disabilities**
Directorate of Employment.....
Date_____

To
Name and address of worker

Dear Sir,

You will no doubt recall that on _____ I placed the
above named person with disability in your employment
as _____
explained at the time that I should be making enquiries at later date in order to ascertain
whether he/she was setting down satisfactorily in this work.

I am now writing to ask you whether this person is still in your employment and
whether he/she is making satisfactory progress, he/she is no longer with you, will you
please tell me approximately when he /she left and the reasons for his/her doing so if
known so that I may consider whether he/she needs any further assistance from this
Office.

If there is any way in which I can be of service to you in this connection in any
other way please do not hesitate to let me know.

Yours Sincerely

(Employment Officer)

APPENDIX IV (8)(Contd)

**FORM OF FOLLOW-UP ENQUIRY TO A WORKER TO BE TRANSLATED
INTO APPROPRIATE LANGUAGE AND USED WHEN PERSONAL ENQUIRY
IS NOT APPROPRIATE**

NATIONAL EMPLOYMENT SERVICE

Employment officer for the **Persons with Disabilities**,
Directorate of Employment

Date _____

In reply please quote the following reference-

Dear

I should like to know how you are setting down in the employment
with _____ which I found for you
on _____ and whether there is any way
in which I can be of further help to you.

I am writing to ask you to complete and return to me, as soon as you can, the
note on the back of this letter.

Yours Sincerely,

(Employment Officer)

(Back of the letter)

REPLY

I am employed as

with _____ Messrs _____
Address _____

Remarks:

Signed _____

Date _____

APPENDIX IV (9)

/Copy of Government of India, Ministry of Home Affairs, Office Memorandum No.5/1/60 Estt.D Dated 28th June, 1960 to all Ministries of the Government of India etc/.

Subject: Employment Of Physically Handicapped Persons In Public Service

The undersigned is directed to refer to this Ministry's Office Memorandum No.20/29/57-RPS dated the 15th January, 1958 wherein the appointing authorities as well as the medical authorities were requested that the cases of handicapped persons seeking employment in Public Service that may be referred to them should be viewed with utmost sympathy.

2. The question of placing physically handicapped persons in public service has been further examined by the Government of India. In order to procure suitable employment for these persons a Special Employment Office for the Physically Handicapped has been opened at Bombay. Similar Employment Offices will be opened at other places in due course. The physically handicapped persons handled by these offices will be examined by a Medical Board attached to these offices as and when such Medical Boards come into being, for ascertaining their degree of disability and their functional capacity and only such persons who in the opinion of that board will be able to perform the duties of a post not withstanding the disability they are suffering from will be recommended for appointment to that post.

3. It has been decided that on nomination of these persons by the Special Employment Offices, for appointment in posts under the Government, they should not be subjected to the usual medical examination on first entry into Government service and the question of their employment should be based on the report of the Medical Board attached to the Special Employment Offices.

APPENDIX IV (10)

**LETTER TO BE ADAPTED FOR REQUESTING THE APPLICANT TO APPEAR
BEFORE THE BOARD OF EXPERTS**

NATIONAL EMPLOYMENT SERVICE

To _____

From
Employment office for the **Persons with
Disabilities** _____
Directorate of Employment _____
Dated _____

Dear Sir,

Cause List Reference :Sheet No: _____
Registration No. _____
Line No.: _____

In order that I may be able to decide the type of employment for which you , would be suitable it is desirable that I should have medical advice. I propose, therefore, to submit your case to the Board of experts, which has been appointed to medically examine persons referred to them, and to give advice on suitable employment.

I, therefore, request you to appear before this Board on _____(Date)at _____
_____(Time)at _____(Address) and be prepared if required, to undergo medical examination. Please note that the expenses can be paid to you in respect of this journey.

If, for any reason, you will be unable to attend on the day in question, will you please complete the lower portion of this form and return it to me as soon as possible.

Yours Faithfully,
(Employment Officers)

Reply Portion

*Name and Address of the Applicant

* Regn. No _____

*Cause List _____ Sheet No : _____ Line No: _____

Ref.

I shall be unable to appear before the Advisory Board on _____ will you please *(a) Invite me to attend the next meeting. (b) Consider my case in my absence and inform me of the result.

Signature of applicant

To
The Employment Officer for the **Persons with Disabilities**,
Directorate of Employment, _____

* To be inserted at Employment Office, before despatch.

* * Delete as appropriate.

APPENDIX IV (11)

/Copy of O.M. No.F.5/I 62-Estt. D, Dated the 31st July, 1962 from the Ministry of Home Affairs addressed to all Ministries of the Government of India, etc. etc./

SUBJECT : EMPLOYMENT OF PHYSICALLY HANDICAPPED PERSONS IN PUBLIC SERVICES

The undersigned is directed to refer to this Ministry's O.M.No.5/1/60-Estt. Dated the 18th June, 1960 which provides that such of the physically handicapped persons who are registered with the Special Employment Offices for the handicapped and have been medically examined by the Medical Board attached to those offices and declared fit for appointment to particular posts, should not, on actual appointment to those posts, be subjected to the usual medical examination on first appointment in Government Service but the question of their appointment should be decided on the basis of the reports of the Medical Board attached to the Special Employment office.

2. Arrangements have not been made for the medical examination of these handicapped persons who are registered with ordinary Employment Exchange i.e. those dealing with able-bodied persons by Medical boards to be constituted on the lines of the Medical Boards attached to Special Employment Offices. A copy of the D.G.H.S. Letter No. 8/21/62 P & D I dated 22nd May, 1962 to all State Administrative Medical Officers is enclosed in this connection. Accordingly on nomination of these persons by the Employment Exchanges for appointment against posts under Government, they should not be subjected to the usual medical examination on first appointment in Government service and the question of their appointment should be decided on the basis of the report of the medical Boards referred to above.

/Copy of Letter No. 8-21/62 P & D : Dated 22nd may, 1962 from the Director, General of Health Services to all the state A.M.O.S./

Subject : Relaxation of health standards in favour of physically handicapped persons registered with Employment Exchanges dealing with normal able-bodied persons.

I am directed to inform you that the question of relaxation of health standards in favour of the physically handicapped persons for employment in Government service has been under consideration for some time. It has now been decided by Government of India that since the physically Handicapped persons handled by the special Employment Office will be examined by a Medical Board attached to the office for ascertaining degree of disability and their functional capacity the handicapped persons sponsored by the Special Employment Office for the Physically handicapped for appointment in posts under the Government should not be subjected to the usual medical examination but the question of their employment should be based on the report of the medical board attached to the Special Employment Office.

It was also decided that facilities should be provided for the sympathetic medical examination of handicapped persons registered with employment exchange dealing with normal able-bodied persons, at all medical colleges and major hospitals having appropriate specialists.

I am, therefore, directed to request you to constitute Medical Boards on the lines of the special Medical Boards attached to the Special Employment Exchange. The qualifications of individuals who compose Special Medical Board and the criteria they follow are given in paras 39-45 of the 'Manual of Instructions' of placement of the Physically handicapped vide extract enclosed. The handicapped persons examined by such medical boards should not be subjected to any further examination by the employer/departments for purposes of entry into public services.

.....

APPENDIX 1V (12)

**LETTER TO BE ADAPTED FOR ADDRESSING AN EMPLOYER WITH A
SPECIAL APPEAL TO ACCEPT THE APPLICANTS**

Order No. _____ Employment
Exchange/CAREER CENTRE _____

Occupational Code No. _____

Dear Sir,

Kindly refer to your letter No. _____
Dated _____ notifying a vacancy for _____

2. *Please find enclosed particular of the undermentioned persons with disabilities/ The under mentioned persons with disabilities have been directed to you for interview in connection with the vacancy/ vacancies notified by you

- - - - -
- - - - -

3. The degree of disability of the applicant/applicants as well as their functional capacity (i.e. their capacity to perform duties of posts for which they are qualified) have been fully assessed. These are indicated in the attached statement/introduction cards issued to them. You will appreciate that persons with disabilities deserve the utmost help and sympathy. I am writing this letter to you as an appeal to consider these applicants for appointment in your establishment and I can assure that their disability will not be a serious handicap in the discharge of the duties and work assigned to them. This office make kindly be informed at an early date your decision regarding acceptance of these persons.

Yours faithfully,

_____ Employment Officers

To,

*Delete whichever is inapplicable

No.36035/02/2017-Estt (Res)
GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
DEPARTMENT OF PERSONNEL & TRAINING

North Block, New Delhi
Dated the 15th January, 2018

OFFICE MEMORANDUM

Subject: Reservation for the Persons with Benchmark Disabilities – reg.

Previous
OMs on
the
subject

OM No.
36035/16
/91-
Estt.(SCT)
dated
18.02.
1997

OM No.
36035/3/
2004-
Estt.(Res)
dated
29.12.
2005

With enactment of 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016' from 19th April, 2017 and notification of 'THE RIGHTS OF PERSONS WITH DISABILITIES RULES, 2017' on 15th June, 2017, the following instructions are issued in line with the provisions made therein regarding reservation for Persons with Benchmark Disabilities, as defined under Section 2(r) of the Act against the posts and services of the Central Government.

2. QUANTUM OF RESERVATION

2.1 In case of direct recruitment, four per cent of the total number of vacancies to be filled up by direct recruitment, in the cadre strength in each group of posts i.e. Groups A, B and C shall be reserved for persons with benchmark disabilities.

2.2 Against the posts identified for each disabilities, of which, one per cent each shall be reserved for persons with benchmark disabilities under clauses (a), (b) and (c) and one per cent, under clauses (d) and (e), unless otherwise excluded under the provisions of Para 3 hereunder:-

- (a) blindness and low vision;
- (b) deaf and hard of hearing;
- (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (d) autism, intellectual disability, specific learning disability and mental illness;
- (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

3. EXEMPTION FROM RESERVATION:

If any Ministry/Department in the Central Government considers it necessary to exempt any establishment or any cadre or cadres fully or partly from the provisions of reservation for persons with benchmark disabilities, it shall make a reference to the Department of Empowerment of Persons with Disabilities giving full justification for the proposal, who having regard to the type of work carried out in any Government establishment by notification and subject to such condition, if any, as may be specified in the notification, in consultation with the Chief Commissioner for Persons with Disabilities (CCPD) may exempt any Establishment or any cadre(s) fully or partly from the provisions of reservation for persons with benchmark disabilities.

4. ADJUSTMENT AGAINST UNRESERVED VACANCIES:

4.1 In the category of posts which are identified suitable for persons with benchmark disabilities, a person with benchmark disability cannot be denied the right to compete for appointment by direct recruitment against an unreserved vacancy. Thus a person with benchmark disability can be appointed by direct recruitment against vacancy not

G. Srinivasan

specifically reserved for the persons with benchmark disability, provided the post is identified suitable for persons with benchmark disability of the relevant category.

4.2 Persons with benchmark disabilities selected without relaxed standards along with other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with benchmark disabilities which will thus comprise of candidates with benchmark disabilities who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards.

5. **CERTIFICATE OF DISABILITY:**

A person who wants to avail the benefit of reservation will have to submit a certificate of disability issued by a Competent Authority. Such certificate in the event of selection of such person for any post, will be subject to such verification/re-verification as may be decided by the competent authority.

6. **COMPUTATION OF NUMBER OF POSTS TO BE RESERVED:**

6.1 The number of posts to be reserved for persons with benchmark disabilities in case of Group C posts shall be computed on the basis of total number of vacancies in the cadre strength of Group C posts, in the establishment, although the recruitment of the persons with benchmark disabilities would only be against the category of posts identified suitable for them. The number of vacancies to be reserved for the persons with benchmark disabilities in case of direct recruitment to Group 'C' posts in an establishment shall be computed by taking into account the total number of vacancies arising in Group 'C' posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified category of posts under the establishment. Since reservation, wherever applicable, for Persons with Benchmark Disabilities is provided computing total number of vacancies in the cadre strength in identified category of posts as well as unidentified category of posts, it may be possible that number of persons appointed by reservation in an identified category of post may exceed four per cent.

6.2 Reservation for persons with benchmark disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in the cadre in all the Group 'A' posts or Group 'B' posts respectively, and the computation of total vacancies shall include vacancies arising in the identified and non-identified category of posts.

7. **EFFECTING RESERVATION - MAINTENANCE OF ROSTERS:**

7.1 Every Government establishment shall maintain group-wise a separate vacancy based 100 point vacancy based reservation roster register in the format given in **Annexure** for determining/effecting reservation for the Persons with Benchmark Disabilities - one each for Group 'A' posts filled by direct recruitment, Group 'B' posts filled by direct recruitment and Group 'C' posts filled by direct recruitment.

7.2 Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into four blocks, comprising the following points:

- 1st Block - point No. 01 to point No. 25
- 2nd Block - point No. 26 to point No. 50
- 3rd Block - point No. 51 to point No. 75
- 4th Block - point No. 76 to point No. 100

G. Srinivasan

7.3 Points 1, 26, 51 and 76 of the roster shall be earmarked for persons with benchmark disabilities - one point each for four respective categories of disabilities. The Head of the establishment shall ensure that vacancies identified at Sl. No.1, 26, 51 and 76 are earmarked for the respective categories of the persons with benchmark disabilities. However, the Head of the establishment shall decide the placement of the selected candidate in the roster register.

7.4 All the vacancies arising irrespective of vacancies reserved for Persons with Benchmark Disabilities shall be entered in the relevant roster. If the vacancy falling at point no. 1 is not identified for the Person with Benchmark Disability or the Head of the establishment considers it desirable not to fill it up by Persons with Benchmark Disabilities or it is not possible to fill up that post by the Persons with Benchmark Disabilities for any other reason, one of the vacancies falling at any of the points from 2 to 25 shall be treated as reserved for the person with benchmark disability and filled as such.

7.5 Likewise, a vacancy falling at any of the points from 26 to 50 or from 51 to 75 or from 76 to 100 shall have to be filled by the Persons with Benchmark Disabilities. The purpose of keeping points 1, 26, 51 and 76 as reserved is to fill up the first available suitable vacancy.

7.6 There is a possibility that none of the vacancies from 1 to 25 is suitable for any category of the person with benchmark disability. In that case two vacancies from 26 to 50 shall be filled as reserved for persons with benchmark disabilities. If the vacancies from 26 to 50 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 51 to 75. This means that if no vacancy can be reserved in a particular block, it shall be carried over into the next block

7.7 After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.

7.8 If the number of vacancies in a year is such as to cover only one block (say 25 vacancies) or two (say 50 vacancies), the category of the persons with benchmark disabilities should be accommodated as per the roster points. However, in case, the said vacancy is not identified for the respective category, the Head of the establishment shall decide the category on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc.

8. **INTER SE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT:**

8.1 Where in any recruitment year any vacancy cannot be filled up due to non availability of a suitable person with benchmark disability or for any other sufficient reason, such vacancy shall be carried forward in the succeeding recruitment year and if in the succeeding recruitment year also suitable person with benchmark disability is not available, it may first be filled by interchange among the **following four** categories of disabilities, at one percent each to each category:

(A)

(a) blindness and low vision;

(B)

(b) deaf and hard of hearing;

G. Jivaraman

(C)

- (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

(D)

- (d) autism, intellectual disability, specific learning disability and mental illness;
(e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness,

8.2 Only when there is no person with benchmark disability available for the post in that year, the employer shall fill up the vacancy by appointment of a person, other than a person with benchmark disability.

8.3 If the nature of vacancies in an establishment is such that a given category of person cannot be employed, the vacancies may be interchanged with the prior approval of Department of Empowerment of Persons with Disabilities, among the above mentioned four categories.

8.4 If any vacancy reserved for any category of benchmark disability cannot be filled due to non-availability of a suitable person with that benchmark disability or, for any other sufficient reason, such vacancy shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.

8.5 In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that benchmark disability is not available, it may be filled by interchange among the categories of benchmark disabilities identified for reservation. In case no suitable person with benchmark disability is available for filling up the vacancy in the succeeding year also, the employer may fill up the vacancy by a person other than a person with benchmark disability. If the vacancy is filled by a person with benchmark disability of the category for which it was reserved or by a person of other category of benchmark disability by inter se exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with benchmark disability in the subsequent recruitment year, reservation shall be carried forward for a further period upto two recruitment years whereafter the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.

8.6 The Government establishment shall interchange vacancies only if due process of recruitment viz. proper advertisement of vacancy to fill up the vacancies reserved for persons with benchmark disabilities has been complied with.

8.7 In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the persons with benchmark disabilities candidates shall first be counted against the additional quota brought forward from previous years, if any, in their chronological order. If candidates are not available for all the vacancies, the older carried forward reservation would be filled first and the current vacancies would be carried forward if not filled up provided that in every recruitment, the number of vacancies reserved for Persons with Benchmark Disabilities including carried forward vacancies will be announced beforehand, for the information of all aspirants.

G. Srinivasan

9. **HORIZONTALITY OF RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES:**

9.1 Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for categories such as persons with benchmark disabilities and ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called interlocking reservation) and persons selected against the quota for persons with benchmark disabilities have to be placed in the appropriate category viz. SC/ST/OBC/Unreserved depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs. To illustrate, if in a given year there are two vacancies reserved for the persons with benchmark disabilities and out of two persons with benchmark disabilities appointed, one belongs to Scheduled Caste and the other belongs to Unreserved category, then the SC candidate with benchmark disability shall be adjusted against the SC point in the reservation roster and the Unreserved candidate with benchmark disability against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the candidate under benchmark disability belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

9.2 Since the persons with benchmark disabilities have to be placed in the appropriate category viz. SC/ST/OBC/Unreserved in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for persons with benchmark disabilities to indicate whether they belong to SC/ST/OBC or Unreserved. Thus, reservation for persons with benchmark disabilities is horizontal.

10. **CERTIFICATE BY REQUISITIONING AUTHORITY:**

10.1 In order to ensure proper implementation of the provisions of reservation for persons with benchmark disabilities, the requisitioning authority while sending the requisition to the recruiting agency or authority as the case may be for filling up of posts shall furnish the following certificate to the recruiting agency:-

"It is certified that the requirements of the 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016' which has become effective from 19th day of April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no..... of cycle no..... of 100 point reservation roster out of which..... number of vacancies are reserved for persons with benchmark disabilities."

10.2 At the time of initial appointment against a vacancy reserved for persons with benchmark disabilities, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

11. **RELAXATION OF STANDARD OF SUITABILITY:**

11.1 If sufficient number of candidates with benchmark disabilities candidates are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. However, this provision shall not be used to allow any relaxation in the eligibility criteria laid down for the issuance of certificate of disability.

G. Sivarani

11.2 Same relaxed standard should be applied for all the candidates with Benchmark Disabilities whether they belong to Unreserved/SC/ST/OBC. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.

12. **MEDICAL EXAMINATION:**

As per Rule 10 of the Fundamental Rules, every new entrant to Government Service on initial appointment is required to produce a medical certificate of fitness issued by a competent authority. In case of medical examination of a person with benchmark disabilities for appointment to a post identified as suitable to be held by a person suffering from a particular kind of disability, the concerned Medical Officer or Board shall be informed beforehand that the post is identified suitable to be held by persons with benchmark disabilities of the relevant category and the candidate shall then be examined medically keeping this fact in view.

13. **ANNUAL REPORTS REGARDING REPRESENTATION OF PERSONS WITH BENCHMARK DISABILITIES:**

The Ministries/Departments shall continue to upload data on representation of Persons with Benchmark Disabilities along with data on SCs, STs, OBCs in respect of posts/services under the Central Government on the URL i.e. www.rrcps.nic.in as on 1st January of every year. All Ministries/Departments have been provided respective usercode and password with guidelines for operating the URL.

14. **MAINTENANCE OF REGISTER OF COMPLAINTS BY THE GOVERNMENT ESTABLISHMENT:**

14.1 Every Government establishment shall appoint a senior officer of the Department as the Grievance Redressal Officer.

14.2 The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities with the following particulars, namely:-

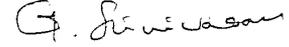
- (a) date of complaint;
- (b) name of complainant;
- (c) the name of the establishment or person against whom the complaint is made;
- (d) gist of the complaint;
- (e) date of disposal by the Grievance Redressal Officer; and
- (f) any other information.

14.3 Any person aggrieved with any matter relating to discrimination in employment against any person with disability may file a complaint with the Grievance Redressal Officer of the respective Government establishment.

14.4 Every complaint filed as per Para 14.3 above, shall be inquired into within two months of its registration and outcome thereof or action taken thereon shall be communicated to the complainant / Person with Benchmark Disability.

G. Srinivasan

15. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control.



(G. Srinivasan)

Deputy Secretary to the Govt. of India

Ph.No.011-23093074

To

- (i) All Ministries/Departments of the Govt. of India
- (ii) Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi
- (iii) Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi
- (iv) Railway Board, Rail Bhavan, Delhi.
- (v) Union Public Service Commission/Supreme Court of India/ Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/ Prime Minister's Office/Planning Commission.
- (vi) Staff Selection Commission, CGO Complex, Lodi Road, New Delhi
- (vii) Office of the Chief Commissioner for Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi – 110001
- (viii) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- (ix) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.

Copy to: Director, NIC, DOPT – with the request to immediately place this OM on the website of this Department (“what’s new” tab) for information of all concerned.

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES

Year of Recruitment	Cycle No.	Point No.	Name of Post	Identified suitable for persons with benchmark disabilities covered under the following respective categories:				Unreserved or Reserved**	Name of the person appointed and date of appointment	whether the person appointed is in a, b, c and (d & e) or None***	Remark, if any
				a	b	c	(d & e)				

Respective Categories

- (a) blindness and low vision
- (b) deaf and hard of hearing
- (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
- (d) autism, intellectual disability, specific learning disability and mental illness
- (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

If identified reserved, write **a/b/c/(d & e) as the case may be, otherwise write UR

***Write **a/b/c/(d & e)** or None, as the case may be

G. J. ...

No.36035/2/2017-Estt.(Res)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi
Dated: August 23, 2019

OFFICE MEMORANDUM

Subject: Exemption from payment of examination fee and application fee in respect of Persons with Benchmark Disabilities. -reg.

The undersigned is directed to say that in a W.P. (Civil) No. 521/2008 with Civil Appeal No. 5389/2016, the Hon'ble Supreme Court, vide Judgment, dated 30.06.2016, inter alia, declared the Office Memorandum No. 36035/3/2004-Estt.(Res) dated 29.12.2005, as illegal and inconsistency with the Persons with Disability (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. This OM, among other, contained a provision for exemption from payment of application fee and examination fee in respect of Persons with Disabilities.

2. Thereafter, with the enactment of 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016' and issue of notification titled 'THE RIGHTS OF PERSONS WITH DISABILITIES RULES, 2017', this Department has issued an Office Memorandum No. 36035/2/2017-Estt.(Res), dated 15.01.2018, regarding reservation for Persons with Benchmark Disabilities, in the posts and services of the Central Government. The said Office Memorandum dated 15.01.2018, however, does not contain any provision for exemption from payment of examination and application fee in respect of Persons with Benchmark Disabilities.

3. The issue has been deliberated upon at length in the Department and it has, now, been decided that the Persons with Benchmark Disabilities shall continue to be exempted from payment of application fee and examination fee, prescribed in respect of competitive examinations held by the Staff Selection Commission, the Union Public Service Commission, etc. for recruitment to various posts. This exemption shall be available only to such persons who would otherwise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for that post (including any concession specifically extended to the Persons with Benchmark Disabilities) and who enclose with the application form, necessary certificate from a competent authority in support of their claim of disability.



(Debabrata Das)

Under Secretary to the Government of India
 Ph. 23093307

To,

- (i) All Ministries/Departments of the Govt. of India.
- (ii) Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi.
- (iii) Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi.

- (iv) Railway Board, Rail Bhavan, Delhi.
- (v) Union Public Service Commission/Supreme Court of India/ Election Commission of India/ Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Prime Minister's Office/ Planning Commission.
- (vi) Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
- (vii) Office of the Chief Commissioner for Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi — 110001.
- (viii) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- (ix) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
- (x) Hindi Section for providing a Hindi translation.

Copy to: Director, NIC, DOPT — with the request to immediately place this OM on the website of this Department ("what's new" tab) for information of all concerned.

No. 36012/1/2020 -Estt.(Res.-II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi.
Dated, the 17th May, 2022.

OFFICE MEMORANDUM

Subject: - Reservation in promotion to Persons with Benchmark Disabilities (PwBDs).

The undersigned is directed to say that the matter regarding reservation in promotion for Persons with Benchmark Disabilities (PwBDs) had been under litigation before various courts of law for quite some time, and the Hon'ble Supreme Court, in its order, dated 28.9.2021, delivered in the '*Application for Clarification*' in the matter of '*Siddaraju vs. State of Karnataka*', Civil Appeal No.1567/2017, directed the Government to issue instructions on 'Reservation in Promotion', as provided in Section 34 of the Rights of Persons with Disabilities Act, 2016.

1.2 Accordingly, the following instructions are issued for grant of reservation in promotion to PwBDs, in the posts and services of the Central Government, as defined under Section 2(r) of the said Act, notified by the Department of Empowerment of Persons with Disabilities (DEPwD).

2. QUANTUM OF RESERVATION

2.1 In case of promotion, four per cent of the total number of vacancies in the cadre strength within Group 'C', from Group 'C' to Group 'B', within Group 'B' and from Group 'B' to the lowest rung of Group 'A' shall be reserved for PwBDs. Reservation in promotion shall be applicable in the cadres in which the element of direct recruitment, if any, does not exceed 75%.

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2.2 Against the posts identified for each disability, one per cent each shall be reserved for PwBDs under clauses (a), (b) and (c), respectively, and one per cent combined, under clauses (d) and (e) below, unless otherwise excluded under the provisions of Para 3 hereinafter: -

- a. blindness and low vision;
- b. deaf and hard of hearing;
- c. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d. autism, intellectual disability, specific learning disability and mental illness;
- e. multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

2.3 The authenticity of any certificate, issued by the competent medical authority, may be got verified/re-verified by the appointing authority at the time of appointment.

3. EXEMPTION FROM RESERVATION IN PROMOTION

3.1 Proviso to Section 20(1) of the Right of Persons with Disabilities Act, 2016, states that the appropriate Government may, having regard to the type of work carried on in any establishment, by notification and subject to such conditions, if any, exempt any establishment from the provisions of this Section.

3.2 Accordingly, if any Ministry/Department in the Central Government considers it necessary to exempt any establishment or any cadre or cadres fully or partly from the provisions of reservation in promotion for PwBDs, it shall make a reference to the DEPwD, giving full justification for the proposal. The DEPwD, having regard to the type of work carried out in any Government establishment, by notification, and subject to such condition, if any, as may be specified in the notification, in consultation with the Chief Commissioner for Persons with Disabilities (CCPD), may exempt any Establishment or any cadre(s), fully or partly, from the provisions of reservation for PwBDs. While doing so, Notes 1 to 9 under the Notification No.38-16/2020-DD.II, dated the 4th

lt

January, 2021, issued and as modified from time to time by the DEPwD, may kindly be kept in view.

4. NO DENIAL OF PROMOTION MERELY ON THE GROUND OF DISABILITY

4.1 In terms of Section 20(3) of the Rights of Persons with Disabilities Act, 2016, no promotion shall be denied to a person merely on the ground of disability. Further, in terms of Section 20(4) of the Act, no Government establishment shall dispense with or reduce in rank an employee who acquires a disability during his/her service. As per the proviso to this sub-section, if an employee, after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits. This section further provides that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier. However, in case the PwBDs for whom the supernumerary post was created is eligible for next promotion to higher pay level, and it is not possible to adjust the employee against any post, a fresh creation of supernumerary post in next higher level will be required by surrendering the previously created supernumerary post at the lower level, and the proposal for the same may be submitted to the Department of Expenditure.

4.2 An employee who acquires disability, after entering into service, will be entitled to get the benefit of reservation in promotion as a PwBD. However, his seniority among PwBDs will be counted from the date of certification of his/her disability, i.e., disability of 40% or more in the categories covered under Section 34(1) of the Rights of Persons with Disabilities Act, 2016.

4.3 No benefit of reservation shall be given on the basis of temporary certificate of disability.



5. IDENTIFICATION OF POSTS:

5.1 The DEPwD has already identified posts suitable for being held by PwBDs and the physical requirement for all such posts, have been notified, vide their Notification No. 38-16/2020-DD-III, dated the 4th January, 2021. The posts mentioned in Annexure-C of the said notification (to be read in conjunction with Notes 1 to 9 mentioned under the main Notification, dated 4th January, 2021) shall be used by the Cadre Controlling Authorities to give effect to reservation in promotion to the PwBDs.

6. RESERVATION IN POSTS IDENTIFIED FOR ONE OR TWO CATEGORIES

6.1 If in a Ministry/Department/Organization, a post is identified suitable only for one category of disability, reservation in promotion in that post shall be given to persons with that category of benchmark disability only. However, reservation of 4% for PwBDs shall not be reduced in such cases and total reservation in the cadre will be given to PwBDs for which it has been identified. Likewise, in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally, as far as possible. It shall, however, be ensured that reservation in different posts in the establishment is distributed in such a way that the PwBDs, as far as possible, get equal/fair representation. The points used in the 100-point Roster after a gap of 25 points shall be used to give reservation. In other words, it will be given only at the points reserved for PwBDs, and not in a bunched manner.

7. ADJUSTMENT OF PwBD CANDIDATES WHO ARE IN THE ZONE OF CONSIDERATION AGAINST GENERAL VACANCY

7.1 In case of promotions by seniority-cum-fitness, if a PwBD is otherwise eligible and is in the list of candidates finally approved for promotion, he/she may be promoted against the vacancy not specifically reserved for PwBD. In other words, a PwBD cannot be denied promotion on the ground that the vacancy is not earmarked for his category.



7.2 In the case of promotion by selection, PwBDs selected without relaxed standards, along with other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with benchmark disabilities who are lower in merit than the last candidate in merit list but, otherwise found suitable for appointment, if necessary, by relaxed standards.

8. RELAXATION OF STANDARD OF SUITABILITY:

8.1 If sufficient number of PwBD candidates with benchmark disabilities are not available on the basis of prescribed standard to fill all the vacancies (in case of promotion through Limited Departmental Competitive Examination/Departmental Examination, etc.) reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them, provided they are not found unfit for such post or posts. However, this provision shall not be used to allow any relaxation in the eligibility criteria laid down for the issuance of certificate of benchmark disability.

8.2 The same relaxed standard should be applied for all the PwBD candidates with benchmark disabilities, irrespective of whether they belong to the Unreserved/SC/ST/OBC category. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.

9. COMPUTATION OF NUMBER OF VACANCIES TO BE RESERVED

9.1 Number of vacancies in a recruitment year to be reserved for PwBDs in Group 'C', Group 'B' and Group 'A', wherever reservation in promotion for PwBD is applicable, shall be computed as 4% of the total number of vacancies in the cadre strength, although the PwBDs would be posted against the category of posts identified as suitable for them.



10. EFFECTING RESERVATION - MAINTENANCE OF ROSTERS

10.1 Every Government establishment shall maintain, cadre-wise and group-wise, a separate 100-point vacancy-based reservation roster/register, as in the case of direct recruitment, for determining/effecting reservation for the PwBDs in promotion. There will be separate roster / register, in each cadre in Group 'C', Group 'B' and Group 'A', wherever reservation in promotion for PwBD is applicable. There shall be separate roster/register for promotion and direct recruitment.

10.2 Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into four blocks, comprising the following points:

- 1st Block - Point No. 01 to point No. 25
- 2nd Block - Point No. 26 to point No. 50
- 3rd Block - Point No. 51 to point No. 75
- 4th Block — Point No. 76 to point No.100

10.3 Points 1, 26, 51 and 76 of the roster shall be earmarked for PwBDs - one point each for category under (a), (b), (c) of Para 2.2 above, respectively, and one point for category (d) and (e) conjointly. The Head of the establishment shall ensure that vacancies identified at Sl. No.1, 26, 51 and 76 are earmarked for the respective categories of the PwBD. However, the Head of the Department shall decide the placement of the selected candidate in the roster/ register. In other words, the category to be appointed first will be decided by the Head of the Department based on the functional requirement.

10.4 All the vacancies in each recruitment year in a grade, arising irrespective of vacancies reserved for PwBDs, shall be entered in the relevant roster. If the vacancy falling at point no. 1 is not identified for the PwBD, or if the Head of the Department feels that it is not possible to fill up that post by the PwBDs for any other reason, to be recorded in writing, one of the vacancies



falling at any of the points from 2 to 25 shall be treated as reserved for the PwBD and filled, as such.

10.5 Likewise, one vacancy out of the total vacancies falling at points from 26 to 50 or from 51 to 75 or from 76 to 100 shall have to be filled by the PwBDs. The purpose of keeping points 1, 26, 51 and 76 as reserved is to fill up the first available suitable vacancy by the PwBD candidate of the category for which the post is earmarked.

10.6 There is a possibility that none of the vacancies from 1 to 25 is found suitable for any category of the PwBD. In that case, two vacancies from 26 to 50 shall be filled from amongst the PwBDs. If the vacancies from 26 to 50 are also not suitable for any category, three vacancies in the third block 51 to 75 shall be filled as reserved. This means that if no vacancy can be reserved in a particular block, it shall be carried over to the next block.

10.7 After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.

10.8 If the number of vacancies in a year is such as to cover only one block (say 25 vacancies, including PwBD quota, if any) or two (say 50 vacancies, including the quota, if any), the category of the PwBDs should be accommodated as per the roster points. However, in case, the said vacancy is not identified for the respective category of disability, the Head of the Department shall decide the category on the basis of the nature of the post, the level of representation of the specific category in the grade/post concerned, etc.

11. CERTIFICATE BY REQUISITIONING/CADRE CONTROLLING AUTHORITY WHILE SENDING APPLICATION FOR SELECTION BY PROMOTIONS/DEPARTMENTAL EXAMINATION INCLUDING LIMITED COMPETITIVE DEPARTMENTAL EXAMINATION:

11.1 In order to ensure proper implementation of the provisions of reservation for PwBDs, the requisitioning/cadre



controlling authority, while sending the requisition/proposal to the recruiting agency/DPC, as the case may be, for filling up of vacancies through promotion by selection/Departmental Examination/Limited Competitive Departmental Examination, shall furnish the following certificate to the recruiting agency/DPC: -

"It is certified that the requirements of the THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016 which has become effective from 19th day of April, 2017 and Rules made thereupon, vide Rights of Persons with Disabilities Rules, 2017, and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition/proposal. The vacancies reported in this requisition/proposal fall at points no..... of cycle no..... of 100-point reservation roster out of which number of vacancies are reserved for persons with benchmark disabilities."

12. NOTICE OF VACANCIES FOR PROMOTION BY SELECTION

12.1 In order to ensure that PwBDs get a fair opportunity in consideration for appointment against an identified post, the following points shall be kept in view while sending the requisition notice/proposal to the recruiting agencies (SSC, UPSC etc.) and DPCs-

- (i) Number of vacancies reserved for SCs, STs and each category of PwBDs should be indicated clearly.
- (ii) In respect of vacancies in posts identified suitable for being held by PwBD, it shall be indicated that the post is identified for that respective category of PwBDs from amongst the categories, as mentioned in (a) to (e) of Para 2.2 above, as the case may be. Functional classification for performing the duties attached to such post(s), shall also be indicated clearly.
- (iii) The PwBDs belonging to the category/categories for which the post is identified shall be allowed to apply for the post advertised for being filled up by Limited Departmental Competitive Examination, even if no vacancy is reserved for



them. However, they will not be allowed any relaxed standard. Such PwBD candidates will be considered for selection for appointment to the post by general standards of merit.

- (iv) It shall also be indicated that persons with valid certificate of benchmark disability shall alone be eligible for the benefit of reservation. However, no benefit of reservation shall be given on the basis of temporary certificate of disability.

13. ZONE OF CONSIDERATION, INTERSE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF PROMOTION

13.1 While filling up the reserved vacancies by promotion by selection, those PwBD candidates who are within the normal zone of consideration, shall be considered for promotion. However, if adequate number of PwBD candidates of the respective category are not available within the normal zone, the zone of consideration may be extended to five times the number of vacancies and the PwBD candidate falling within the extended zone may be considered for promotion. In the event of non-availability of candidates even in the extended zone, the vacancy shall not be filled and be carried forward to the subsequent year. In the subsequent year, if a PwBD of the required category is not available, the reservation can be exchanged with the other categories, so that post can be filled by a person with other category of disability, if possible. If a PwBD candidate of other category is within the zone of consideration and within the number of vacancies available, he cannot be denied promotion on the grounds of disability. If it is not possible to fill up the post by reservation even in the 2nd year, the post may be filled by a person other than a PwBD, and the reservation shall be carried forward for two subsequent recruitment years, whereafter it shall lapse.

13.2 While filling up vacancies by promotion by non-selection, the eligible candidates with benchmark disabilities within the normal zone of consideration shall be considered for promotion

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against the reserved vacancies. In case no eligible candidate of the respective category of disability is available in the normal zone of consideration, additional PwBD candidates of respective category to the extent required shall be considered by going down the seniority list, provided they are eligible, and that the post is identified for them. In the event of non-availability of PwBD candidates for promotion even in the extended zone, the vacancy shall not be filled and shall be carried forward. In the subsequent year, if PwBD of respective category is not available, the same can be exchanged with other categories of disabilities identified for it. If it is not possible to fill up the vacancy by reservation even by exchange, the reservation shall be carried forward for two subsequent recruitment years, where-after it shall lapse.

13.3 In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the PwBD candidates shall first be counted against the vacant posts brought forward from previous years, if any, in the chronological order. If candidates are not available for all the vacancies, the older carried-forward posts shall be filled first, and the current vacancies shall be carried forward, if not filled up, provided that in every recruitment, the number of vacancies reserved for PwBD, including the carried forward vacancies, shall be announced beforehand, for the information of all aspirants.

14. HORIZONTALITY OF RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES

14.1 Reservation for backward classes of citizens (SCs, STs and OBCs) is called 'vertical' reservation and the reservation for categories such as PwBDs and ex-servicemen is called 'horizontal' reservation. Horizontal reservation cuts across vertical reservation (in what is called interlocking reservation) and persons selected/promoted against the quota for PwBDs have to be placed in the appropriate category viz. SC/ST/OBC/Unreserved, depending upon the category to which they belong in the roster meant for reservation of



SCs/STs/OBCs. To illustrate, if in a given year, there are two vacancies reserved for the PwBDs, and out of two PwBDs promoted, one belongs to Scheduled Caste and the other belongs to Unreserved, the SC candidate with benchmark disability shall be adjusted against the SC point in the reservation roster and the Unreserved candidate with benchmark disability against the unreserved point in the relevant roster. In case none of the vacancies falls on point reserved for the SCs, the candidate under benchmark disability belonging to SC shall be adjusted in future against the next available vacancy reserved for SC.

14.2 Since the PwBDs have to be placed in the appropriate category, viz. SC/ST/OBC/Unreserved in the roster meant for reservation of SCs/STs/OBCs, the application form (in respect of Departmental examination for promotion) for the post should require the candidates applying under the quota reserved for PwBDs to indicate whether they belong to SC/ST/OBC or unreserved.

15. ANNUAL REPORTS REGARDING REPRESENTATION OF PERSONS WITH BENCHMARK DISABILITIES

15.1 The Ministries/Departments shall continue to upload data on promotion of PwBDs, along with data on representation/direct recruitment of PwBDs in respect of posts/services under the Central Government on the URL i.e. **www.rrcps.nic.in**, as on 1st January of every year. All Ministries/Departments have been provided respective user code and password with guidelines for operating the URL.

16. LIAISON OFFICER FOR PERSONS WITH BENCHMARK DISABILITIES:

16.1 Liaison Officers appointed to look after reservation matters for SCs/STs shall also work as Liaison Officers for reservation matters relating to PwBDs and shall ensure compliance of instructions, as contained in DoPT OM No.43011/153/2010-Estt (Res), dated 4.1.2013.



17. MAINTENANCE OF REGISTER OF COMPLAINTS BY THE GOVERNMENT ESTABLISHMENT

17.1 Every Government establishment shall appoint a senior officer of the Department as the Grievance Redressal Officer.

17.2 The Grievance Redressal Officer shall maintain a register of complaints of Persons with Benchmark Disabilities with the following particulars, namely: -

- (a) date of complaint;
- (b) name of complainant;
- (c) the name of the establishment or person against whom the complaint is made;
- (d) gist of the complaint;
- (e) date of disposal by the Grievance Redressal Officer; and any other information.

17.3 Any person aggrieved with any matter relating to discrimination in promotion, may file a complaint with the Grievance Redressal Officer of the respective Government establishment.

17.4 Every complaint filed, shall be inquired into within two months of its registration, and outcome thereof or action taken thereon, shall be communicated to the complainant / PwBD.

18. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control.


(S.P. Pant)

Deputy Secretary to the Government of India
Ph.No.011-23093074

To

- (i) The Secretaries of all Ministries/Departments of the Government of India.



- (ii) The Secretary, Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi, with a request to issue similar instructions for compliance by Public Sector Banks/Financial Institution/Insurance Companies.
- (iii) The Secretary, Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi, with a request to issue similar instructions for compliance by all Central Public Sector enterprises.
- (iv) The Secretary, Railway Board, Rail Bhavan, New Delhi,
- (v) The Secretary, President Secretariat, Rashtrapati Bhavan, New Delhi.
- (vi) The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
- (vii) The Secretary, Central Vigilance Commission, A-Block, GPO Complex, Satarkata Bhavan, INA, New Delhi, Delhi 110023.
- (viii) The Secretary, Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
- (ix) The Registrar (Administration), Supreme Court of India, New Delhi.
- (x) The Joint Secretary (Administration), Prime Minister's Office, South Block, New Delhi.
- (xi) The Sr. Principal Secretary, Election Commission of India, Nirvachan Sadan, New Delhi.
- (xii) The Joint Secretary (Administration), Lok Sabha Secretariat, Parliament House Annexe, New Delhi.
- (xiii) The Joint Secretary (Administration), Rajya Sabha Secretariat, Parliament House Annexe, New Delhi.
- (xiv) The Joint Secretary (Administration), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
- (xv) The Joint Secretary (Administration), Niti Aayog, Parliament Street, New Delhi.
- (xvi) The Deputy C&AG, Office of the Comptroller & Auditor General of India, 10 Bahadur Shah Zafar Marg, New Delhi
- (xvii) Officer of the Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi-110001

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- (xviii) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate Offices of this Ministry.
- (xix) Director, NIC, DOPT – with the request to immediately place this OM on the website of this Department (“what’s new” tab) for information of all concerned.

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