

NATIONAL EMPLOYMENT SERVICE MANUAL

◆ VOLUME- II ◆

(Appendixes- Forms, Tables, Copies of Orders etc.)

- Part I : Employment Exchange Policy and Procedure
- Part II : The Collection of Employment Market Information
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- Part IV : Placement of the Persons with Disabilities



**Government of India
Ministry of Labour & Employment
Directorate General of Employment & Training
New Delhi**

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NESM

VOLUME-II

PART I

**EMPLOYMENT EXCHANGE
POLICY AND PROCEDURE**

(Appendixes- Forms, Tables, Copies of Orders etc.)

INDEX CARD

1. Name

2. Father's Name

3. Mother's Name

4. Date of Birth

5. Place of Birth

6. Sex M F 7. Rural Urban

8. Marital Status Married Unmarried Widow Widower

9. Caste Open Scheduled Caste Scheduled Tribe O.B.C.

10. Religion Hindu Muslim Christian Sikh Others

11. Reservation Category Handicapped Ex-Serviceman

*12. Employment Status Employed Unemployed Self-Employed Student

13. Language Known 14. ** Physical Fitness

	Code	Speak	Write	Height	Chest	Weight	Eye Sight
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Partial Handicapped Blind Deaf Dumb

15. Address

Pin Code

16. Qualification

Sl. No.	Passed Exam	Subject Code				Boards/Uni./ School Name	Year	Class Div. Grade	Certificate No.
		1	2	3	4				

Other Training Computer Technical Typing Shorthand

17. Professional Desired Employment

1.														
2.														
3.														

18. Vocational Guidance Yes No. Trade Code

19. *Work Experience

Sl. No.	Sector Code	Designation	Specialization	Period		Experience Certificate
				From	To	
1.						Yes No
2.						Yes No
3.						Yes No
4.						Yes No
5.						Yes No
6.						Yes No

20. To be filled by Ex-Serviceman

Number
 Joining Date

Release Date

21. Reasons for leaving

1

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.

**X-10(Candidate Registration Slip)
(for computerised 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

RED STRIPE

INDEX CARD

X-I-A

X-10-A

EMPLOYMENT EXCHANGE.....

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

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

**Signature or thumb Impression
of Candidate**

FOR OFFICE USE ONLY

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

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

Signature of Issuing Authority

IDENTITY CARD

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

Signature of Issuing Authority

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

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 Submission	Remarks
-------------	--------------------	---------

(Signature of Authority)

6

GREEN STRIPE

<u>INDEX CARD</u>	<u>X-I-B</u>	<u>X-10-B</u>
EMPLOYMENT EXCHANGE.....	FOR OFFICE USE ONLY	IDENTITY CARD
To be filled in by the Candidate in his/her own handwriting:	8. Priority	EMPLOYMENT EXCHANGE
1. Name :..... (a) Religion	9. Category : SC ST OBC XS WO	Next Renewal Date :
S/D/W of		Registration No.:
2. Date of Birth Date Month Year	10. Month of Renewal	Date of Registration :
3. Address: P.O. Pin Code	11. <u>Occupation</u> <u>NCO</u>	Occupation:
	(a) Recommended	N.C.O.
4. Height in Cms.	(b) Alternative	Name :
5. Qualifications:-	12. Regd. No.	
Division Graduate Division	13. Date of Registration :	
Matric /		
Hr. Sec. I II III Arts I II III		
Inter-		
Mediate I II III Science I II III		
Commerce I II III		
6. Subject in the Last Examination:		
7. Places where willing to work-within District/within State/Anywhere		
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-1B

Item 8,9,10.11.12 & 13

Tick (✓)only the applicable

Item-I 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	23	Month	03	Year	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.

INDEX CARD

X-I-C

X-10-C

EMPLOYMENT EXCHANGE.....

To be filled in by the Candidate in his/her own handwriting:

1. Name :..... (a) Religion
S/D/W of

2. Date of Birth Date Month Year

3. Address: P.O. Pin Code

4. Physical Measurement:
Height in Cms.
Weight in Kgs.
Eye Sight(Power of Glass used)

5. Educational Qualifications(Matric onwards):-

Exam Passed	Board/ Univ.	Division	Year of Passing	Medium of Study	of	Subjects with % of marks obtained

6. Professional/technical qualifications including apprenticeship.

Exam Passed	Board/ Institution	Branch /specialisation & Division	Year of Passing	Duration

7. Work Experience:

Name of Estt.	Designation/ Nature of work	Duration From To	Total Emoluments	Reasons for leaving

8. Languages: R S W

- 1.
- 2.
- 3.

FOR OFFICE USE ONLY

14. Priority
15. Category SC ST OBC :XS WO
16. Month of Renewal

17. Occupation NCO
(a) Recommended
(b) Alternative

18. Regd. No.....

19. Date of Registration :

Signature of Issuing Authority

9. Type of Occupation sought

10. Minimum Salary acceptable(Rs.)

11. Are you willing to work on Daily/ Substandard wages: Yes/No

12. Are you a distinguished Sportsman of National/State level? Yes/No

13. Places where willing to work-within District/ within State/Anywhere

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

Signature of the Candidate with date

IDENTITY CARD

EMPLOYMENT EXCHANGE

Next Renewal Date :

Registration No.:

Date of Registration :

Occupation:

N.C.O.

Name:

NOTE:

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

Signature of Issuing Authority

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	23 March, 1962	Date	Month	Year
		23	03	1962

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. Order No.	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-12

RECORD OF INFORMATION CONCERNING INSTITUTIONAL TRAINING*

Name of Institution Central Government Date of Reporting
 Railway Station State Government Employment
exchange
 Address Private

Hostel Facilities Yes/No Aided/Unaided

Courses taught	Admission requirements		Method of admission (by competition, by interview, by marks)	Duration of course in years		Details of Degree/ Diploma/ Award			Tuition fee(Rs.)	Stipend if any (Rs.)	Last date for Application for admission	Date of commencement of course	Sanctioned intake capacity		Annual intake capacity		Number who passed final exam. during the year
	Age (Yrs.)	Educa-tion		Institu-tional	Practical	Nature & Title	Whethe r Reco-gnised Yes/No	Autho-rity confer-ing award					Male	Female	Male	female	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

* Information should be collected from Universities, Colleges, Training Institutes, Centres, Schools etc. imparting technical/ professional education

X-13

INFORMATION CONCERNING ARRANGEMENTS FOR APPRENTICESHIP TRAINING

1. Name and Address of Undertaking/ Establishment

1. Employment Exchange

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.	(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/ 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.	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

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.

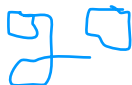
Please acknowledge this communication and inform this office whether or not you are interested in this post. If no reply is received within days, it will be deemed that you are not interested in employment assistance in which case your registration will be lapsed. It will not be revived unless a satisfactory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

Yours faithfully,

Employment Officer

O.I.G.S.

POST CARD



(X-43)

FIRST/ SECOND _____ CALL NOTICE

Government of

Directorate of Employment

.....Exchange

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.....

Phone No.
Grams.

Order No.
N.C.O. No.

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,

ON INDIA GOVT. SERVICE

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

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



(X-46)

Government of

Directorate of Employment

Employment Exchange

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 may lead to your registration being cancelled.
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

No.

Dated :

To

Dear Sir/Madam,

Kindly refer to your letter

No.....
Telephonic 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 and Training 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

No.

Dated :

NON-AVAILABILITY CERTIFICATE

Reference your #.....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..... dated
2. Memo No.dated
3. Telephonic Communication on(date)

(X-52)

Government of

Directorate of Employment

Employment Exchange

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

Occupational Employment Exchange

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.....

Grams. Government of

Directorate of Employment

Employment Exchange

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.

Yours faithfully,

_____Employment officer

To

To

_____ Employment Exchange

_____ 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*

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/PH/XS/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,OB C,Ex-S,PH 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*/OFFICE

Tel No. _____.

_____.

Tel. Address _____.

_____.

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.....

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.

36

GOVERNMENT OF
EMPLOYMENT EXCHANGE.....

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

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.

Government of

Employment Exchange
_____.

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

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)

UNDER CERTIFICATE OF POSTING

GOVERNMENT OF

EMPLOYMENT EXCHANGE.....

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.....

.....Exchange

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.

ON INDIA GOVERNMENT SERVICE

To

.....

From

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

(X-80)

GOVERNMENT OF.....
EMPLOYMENT EXCHANGE.....

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

.....

Order 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 (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.....

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.....

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.....

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.

Yours faithfully,

Employment Officer.

To

.....

.....

(X-87)
(First Reminder)

GOVERNMENT OF
.....EMPLOYMENT EXCHANGE

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.....

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.....

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

50

OBVERSE

1. S.No. of Establishment..... 2. Sector..... 3. I. Cl. No.....

4. Name and Address 5. Hq./Br. 6. Business

(a)
(b)

District..... Phone No

7. DETAILS OF EMPLOYMENT AND VACANCIES

Quarter	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 unwillingness 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	

(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 of 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.

(ER-I continued)

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.

(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 EE-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&T)

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.



FORM CGR

State Code

City Code

Deptt. Code

CGR

Census of Central Government Employees as on 31.03. 2004
(Separate return for each City each establishment may be furnished)

Name of the City _____
Full Office Address _____
Telephone No. _____

Name of Office _____
Ministry/Deptt. to which attached _____
Whether Sectt. Proper /Attached/
Sub-ordinate office _____

Sl. No.	Monthly Pay (Basic Pay) Ranges in Rupees	REGULAR STAFF										Total 2 to 11	No. of Employees who are permanent in the post held or other post		No. of SC/ST employees included in column no 12	
		Gazetted				Non- Gazetted							Gazettd Emp.	Non- Gazetd Emp	SC	ST
		A		B		B		C		D						
		M	W	M	W	M	W	M	W	M	W					
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
01	Below 3049															
02	3050-3499															
03	3500-4499															
04	4500-5499															
05	5500-6499															
06	6500-7999															
07	8000-9999															
08	10000-14299															
09	14300-18399															
10	18400 & above															
	Total															



FORM CGR(CONTINUED)

- Note:-
1. Code not to be filled in by Establishments.
 2. Information should be furnished only in respect of Central Government Establishments/Offices only and not for autonomous organisations and PSU's owned by 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. Basic pay should be recorded as on 31st March 2004 and should not include personal or special pay.
 7. M means Men and W means women in column 2 to 11.

Name & Designation of forwarding Officer

Seal of the Office

No_____

Dated_____

Forwarded to,

The Employment Officer
Employment Exchange



FORM CGR(CONTINUED)

Scope, Coverage, Concepts and Definitions Adopted under the Census.

A. SCOPE AND COVERAGE

The Census of Central Government Employees cover all persons actually holding on the date of Census, Civilian post in and under the Central Government, whose pay and allowances, honorarium or any other remuneration, etc., are paid out of the Consolidated fund of India. These employees include the following categories of personnel holding either gazetted or non-gazetted posts: -

- (i). Permanent employees of the Central Government;
- (ii). Temporary employees of the Central Government;
- (iii). State Government Employees on deputation to the Central Government;
- (iv). Honorary employees of the Central Government in receipt of honorarium;

B. CONCEPTS AND DEFINITIONS

1. Regular Staff

- (i). **Permanent Employees:** One who holds a Central or State Government post substantively on the date of the Census.
- (ii). **Temporary Employees:** The Employees who has not been declared permanent in the post he is holding or in any other substantive posts.
- (iii). **Locally recruited Staff**

Persons recruited for service in the Indian Embassies and Missions abroad who do not belong to regular establishment and are in receipt of consolidated emoluments not comparable with the basic pay-ranges applicable to the regular establishment.

- 2. **Pay :** "Pay" means basic pay only and excludes personal or special pay on the date of the Census.

Form CP-1/ PART-A
{Para 16.13(g)}

Return showing the number of vacancies notified in respect of certain selected Professional and Technical categories during the **quarter ended** _____ classified by basic pay ranges and sectors of Employment and the number of Vacancies included among them with or without experience required and those reserved for Scheduled Caste/Schedule Tribe/ Backward Classes/Women.

Sub divisional Employment Exchange:

State:

Basic Pay Ranges	Number of vacancies notified with basic pay up to Rs.5000/- per month									Number of vacancies notified with basic pay between Rs.5001/- and Rs.8000/- per month								
	C.G	S.G	Q.G	L.B	Pvt.	Ttl	Out of total(Col.7)			C.G	S.G	Q.G	L.B	Pvt.	Ttl	Out of total(Col.16)		
							With Exp	Without Exp	Requiring a deg/Dip In Ist Cl/dn							With Exp	Without Exp	Requiring a deg/Dip In Ist Cl/dn
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

(Form CP-1 continued)

Basic Pay Ranges	Number of vacancies notified with basic pay Rs.8001/- and above per month									Total No. of Vacancies notified (7+16+25)	Out of total (col.29),vacancies reserved for			
	C.G	S.G	Q.G	L.B	Pvt.	Ttl	Out of total(Col.7)				SC	ST	OBC	Women
Subject (Also indicate Sr. No.)	(20)	(21)	(22)	(23)	(24)	(25)	With Exp (26)	Without Exp (27)	Requiring a deg/Dip in Ist Cl/dn (28)	(29)	(30)	(31)	(32)	(33)
X														

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(Form CP-1 continued)

PART-B

Details of bulk demands notified in respect of Professional and Technical Categories during the quarter ended _____

Sub divisional Employment Exchange:

State:

Serial No.	Name and Address of the employer who notified bulk demand during the quarter (Also indicate the sector and location of the establishment)	Designation of Post.(s)	No. of posts.	Scale of Pay (Rs.)	Qualification & Experience	Number of posts included in Col. 4 notified as reserved for SC/ST/OBC/ Women (please specify no of vacancies for each separately).			
						SC	ST	OBC	Women
1	2	3	4	5	6	7	8	9	10

Employment Officer

Note: Details of vacancies notified in bulk and unspecified vacancies shown in part A should be given in part B

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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

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. The information will be kept confidential.

Name : Shri/Smt./Kumari _____

Address : _____

Date of Birth : _____

Married/Single : _____

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 : Please indicate if you have ever obtained any training.

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.				

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) Occupation preferred/considered by the clients :

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

VIII. Follow up Notes :

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)

(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

(V G-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 Postal / Personal		Remarks(if information not provided, note address and give the date when information will be provided.)
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

(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,PH, W etc)	Remarks
			0-1 yrs,	1-2yrs	More than 2 yrs		
1	2	3	4	5	6	7.	8

E.S.1.1 (Monthly)

State:
Employment Exchange

Return showing the work done by the Employment Exchanges in respect of all categories of applicants during the month ended _____

S. No.	Item	Men	Women	Total
1	2	3	4	5
1.	Applicants on the Live Register at the end of the previous Month.			
1a	No. of Registration cards received on transfer.			
2.	No. of fresh registrations made during the month.			
2a	No. of re-registrations made during the month.			
3.	Total : Items 1, 1a, 2 and 2a.			
4.	No of Job-seekers placed during the month.			
5.	Registration cards removed from Live Register for reasons other than Transfer to other exchanges.			
6.	No. of Registration cards transferred during the month to other exchanges.			
7.	Total: Items 4, 5, and 6.			
8.	Applicants remaining on the Live Register at the end of the month.			
8a	No. of applicants out of item 8 above belong to Rural Area.			
9.	Submissions made during the month			
10.	Total Vacancies notified during the month -----			

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

Return showing by NCO work done by the Employment Exchange during the year ended _____

Sl. No	NCO (Six) digit level + Totals at 4 digit level	No. of applicant on Live Register at the end of the year in respect of						Number of vacancies																							
								Notified during the year in respect of						Filled during the year in respect of				Cancelled during the year in respect of				Outstanding at the end of the year in respect of									
		Total	Women	SC	ST	OBC	Disabled Persons	Total	Women	SC	ST	OBC	Disabled Persons	Total	Women	SC	ST	OBC	Disabled Persons	Total	Women	SC	ST	OBC	Disabled Persons						
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	28	29	30	31	32
Total																															

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

E.S.1.3 (Annual)

State:.....

Employment Exchange.....

Return showing the work done by the Employment Exchanges in respect of vacancies (Sector-wise) for the year ended _____

S. No.	Item	Central Govt.	UT	State Govt.	Quasi-Govt. Estt./ Public Sector undertakings		Local Bodies	Private Sector		Total
					Central Govt.	State Govt.		Falling within the preview of Act	Not falling within the preview of Act	
1	2	3	4	5	6	7	8	9	10	11
1.	Vacancies remained outstanding at the end of the previous year.									
1a.	Vacancies received on transfer from other exchanges during the year.									
2.	Vacancies Notified during the year.									
3.	Total (1+1a+2)									
4.	Vacancies Filled during the year.									
5.	Vacancies Cancelled during the period.									
5a.	Vacancies transferred to other exchanges during the year.									
6.	Vacancies Outstanding at the end of the year.									
7.	Total (4+5+5a+6)									
7a.	Vacancies Notified during the year by private employers falling within preview of the Act against which submission is not required.									
8	Vacancies included in item 4 filled by the applicants of other exchange area during the year.									
9.	Local applicants placed in other exchange areas during the year.									
10.	No. of employers using the exchange during the year.									

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

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E.S.1.4 (Annual)
State:
Employment Exchange

Return showing the number of applicants on Live Register by age-group, sex and educational level at the end of the year _____

S. No.	Educational Level	Sex	No. on Live Register as on 31 st December..... in the age group							
			Up to 19	20-29	30-39	40-49	50-59	60 & above	Total	
1	2	3	4	5	6	7	8	9	10	
1.	Below 10 th class (including illiterates)	Male								
		Female								
		Total								
2.	10 th class passed	Male								
		Female								
		Total								
3.	10+2 passed	Male								
		Female								
		Total								
4.	Graduates (General education)	Male								
		Female								
		Total								
5.	Post Graduates (General education)	Male								
		Female								
		Total								
6.	Professionals (like MBA, Doctors, Engineer, etc. not covered in item 4 &5)	Male								
		Female								
		Total								
7.	Grand Total	Male								
		Female								
		Total								

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

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Name of Employment Exchange:

Return showing the number of vacancies reported by establishments as unfilled during the year _____

NIC Code (4 digit)	NCO Code	No. of vacancies for which candidates could not be sponsored			
		Public Sector	Private Sector	Total	Reasons for not sponsoring
1	2	3	4	5	6

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

E.S.2.1 (Half Yearly)

State:

EMPLOYMENT EXCHANGE:.....

Return showing the number of Educated applicant (10th class and above) registered and placed during the half year and their number on Live Register, classified by educational levels at the end of _____

S. No.	Educational Level	Total educated (All categories)			Women (Included in total)			S.C. (Included in total)			S.T. (Included in total)			O.B.C. (Included in total)		
		Regd.	Place ment	L.R.	Regd.	Place ment	L.R.	Regd.	Place ment	L.R.	Regd.	Placem ent	L.R.	Regd.	Place ment	L.R.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1.	10 th class passed															
2.	10+2 passed															
3.	Graduates Total															
	i) Arts															
	ii) Science.															
	iii) Commerce.															
	iv) Engineering															
	v) Medicine															
	vi) Veterinary															
	vii) Agriculture.															
	viii) Law.															
	ix) Education.															
	x) Others.															
4.	Post Graduates Total															
	i) Arts															
	ii) Science.															
	iii) Commerce.															
	iv) Engineering															
	v) Medicine															

(Contd. ES 2.1)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
	vi) Veterinary															
	vii) Agriculture.															
	viii) Law.															
	ix) Education.															
	x) Others.															
5.	Diploma holder in Engineering & Technology															
Total																

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

E.S. 2.2 (Annual)

State:

Employment Exchange

Return showing Trade-wise distribution of Craftsmen trained at the ITIs and full term Apprentices trained under the Apprenticeship Act, on the Live Register by NCO at the end of the Year and their Number registered & placed in employment during the year _____

NCO Code (6 digit level & totals at 4 digit level)	Trade in which trained	Ex-ITI Trainees			Full term Apprentices		
		Registration	Placement	Live Register	Registration	Placement	Live Register
1	2	3	4	5	6	7	8

Signature of Employment Officer
(with Name and complete postal address of the Employment Exchange).

E.S.2.3 (Half Yearly)

State:

Employment Exchange

Return showing the work done by the Employment Exchanges in respect of Minority Communities during the Half Year ended _____

S. No.	Item	Muslim	Christian	Sikhs	Budhists	Zoarastrians	Total
1	2	3	4	5	6	7	8
1.	No. on the Live Register at the end of the previous half year.						
2.	No. of registrations/re-registrations effected						
3.	No. Placed during the half year.						
4.	No. removed from the Live Register						
5.	No. on the Live Register at end of the half year.						
6.	No. of Submission made						

Note : Items (1+2) – Items (3+4) = Item 5

Signature of Employment Officer
(with Name and complete postal address of the Employment Exchange).

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E.S.2.4 (Half Yearly)

State:.....

Employment Exchange.....

Return showing the work done by the Employment Exchanges in respect of Scheduled Caste/Tribe and other Backward Classes (OBC) applicants during the Half Year-ended _____

Part –I Applicants

S. No.	Item	SC	ST	OBC
1	2	3	4	5
1.	No. of applicants on the Live Register at the end of the previous half year.			
2.	No. of applicants registered/ re-registered during the half year.			
3	No. of applicants placed during the Half Year in:			
	a) Central Govt.			
	b) Union Territory			
	c) State Govt			
	d) Quasi-Govt. Estts./ Public Sector undertakings under : i) Central Govt. ii) State Govt.			
	e) Local Bodies			
	f) Private Establishments			
	Total of Items 3 (a) to 3(f)			
4.	No. of applicants removed from the Live Register during the half year.			
5.	No. of applicants remaining on the Live Register at the end of the half year.			
6.	No. of Submissions made during the half year.			

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

E S 2.4 (continued)

Part II Reserved Vacancies

S. No.	Type of Establishment	Outstanding at the end of the previous half year			Notified during the half year			filled during the half year			Cancelled during the half year due to						Outstanding at the end of half year		
		SC	ST	OBC	SC	ST	OBC	SC	ST	OBC	Non-availability of suitable candidates			Other reasons			SC	ST	OBC
											SC	ST	OBC	SC	ST	OBC			
1.	2.	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	Central Govt.																		
2	Union Territory																		
3	State Govt																		
4.	Quasi-Govt. Estt./ Public Sector undertakings 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 the Employment Exchange)

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E.S.2.5 (Half Yearly)

State:.....

Employment Exchange.....

Return showing the work done by the Employment Exchanges in respect of all Disabled

applicants during the Half Year ended _____

Part-I Applicants

S. No.	Item	Blind	Deaf & Dumb	Ortho-paedics	Respiratory Disorder	Nag. Leprosy Persons	Total (Col. 3-7)	Women (Included in total)
1	2	3	4	5	6	7	8	9
1.	No. of Disabled on the Live Register at the end of the Previous Half Year.							
2.	No. of Disabled registrations during the Half Year.							
3.	No. of disabled applicants placed during the Half Year in:							
	a) Central Govt.							
	b) Union Territory							
	c) State Govt							
	d) Quasi-Govt. Estts./ Public Sector undertakings under : i) Central Govt. ii) State Govt.							
	e) Local Bodies							
	f) Private Establishments							
	Total of Items 3 (a) to 3(f)							
4.	No of Disabled applicants removed from the Live Register during the Half Year.							
5.	No. of Disabled applicant on the Live Register at the end of the Half Year.							
6.	No. of submission made during the Half Year.							

(ES 2.5 continued)

Part II Reserved Vacancies

S. No.	Item	Central Govt.	Union Territory	State Govt.	Quasi-Govt. Estt./ Public Sector undertakings		Local Bodies	Private Estts.	Total
					Central Govt.	State Govt.			
1	2	3	4	5	6	7	8	9	10
1.	No. of vacancies for Disabled outstanding at the end of the previous half year.								
2.	No. of vacancies for Disabled applicants								
	a) Notified during the half year								
	b) filled during the half year								
	c) Cancelled during the half year due to :								
	i) Non-availability of suitable candidates. ii) Other reasons								
3.	No. of vacancies for Disabled applicants outstanding at the end of the half year.								

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

E.S.2.6 (Annual)

State:

Employment Exchange

Return showing the work done by the Employment Exchanges in respect of Displaced persons (migrants from East Pakistan, repatriates from Burma and Sri Lanka) during the Half Year ended _____

S. No.	Item	East Pakistan displaced persons who migrated on or after 1.1.64 but before 25.3.71.	Repatriates from	
			Burma who migrated on or after 1.6.63.	Sri Lanka who migrated on or after 1.11.64.
1	2	3	4	5
1.	No. on the Live Register at the end of the previous year.			
2.	No. of registrations/ re-registrations effected.			
3.	No. placed during the year.			
4.	No. removed from the Live Register.			
5.	No. on the Live Register at the end of the year.			
6.	No. of Submissions made.			

(Signature of Employment Officer with name and complete postal address of the 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		PH		Minority Community	
		M	F	M	F	M	F	M	F	M	F	M	F
1	2	3	4	5	6	7	8	9	10	11	12	13	14
	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 remaining on the Register at the end of the half year. 6. Applicants out of 5 above kept in dormant section of the register 7. No. referred for S.E assistance during the half year,												

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

Return showing the work done by Employment Exchange in respect of Vocational Guidance activities done by the Vocational Guidance Units/ U.E.I.G.Bx for the quarter _____

Sl. No	Activity	Category of applicants					
		Total (All categories)	SC	ST	OBC	PH	Women
1	2	3	4	5	6	7	8
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 Officers
(with name 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**

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 stateAA11`9 9 O.I Units.

(Signature of State O.I Officer)

*To be allocated by the 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. _____ has/had been working
as _____ in the Ministry/ Department/ Office of
_____ from _____ to _____.

He/she was drawing Rs. _____ as pay
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 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&T (Ex-Servicemen Cell)/ Surplus Cell (now as 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 Ceylon 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 Ministry of Labour Officers).

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 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

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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 neototics, pychotics 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.

Appendix I(10)

(Para 11.52 a)

Part A(List of Scheduled Castes State-wise)

1
THE CONSTITUTION (SCHEDULED
CASTES) ORDER, 1950]1 (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 Caste) 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 to 3[XXII] 7{XXIII}8XXIV 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.]

1. Published with the Ministry or 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. Subs. by Act 18 of 1987, s. 19 and First Sch., for "XXI" (w.e.f. 30-5-1987).

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 First Sch., for paragraph 4 (w.e.f. 27-7-1977).

7. Subs. by Act 28 of 2000 , s. 19 and Third Sch. (w.e.f. 1.11.2000).

8. Subs.by Act 29 of 2000, s. 24 and Fifth Sch. (w.e.f. 9.11.2000)

Constitution (Scheduled Castes) Order, 1950
(Part III.- Rules and Orders under the Constitution)

1[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

9. Beda Jangam, Budga jangam
10. Bindla
11. Byagara
12. Chachati
13. Chalavadi
14. Chamar, Mochi, Muchi
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. Godagali
24. Godari
25. Gosangi
26. Holeya
27. Holeya Dasari
28. Jaggali
29. Jambuvulu
30. Kolupulvandlu
31. Madasi Kuruva, Madari Kuruva
32. Madiga
33. Madiga Dasu, Mashteen
34. Mahar
35. Mala
36. Mala Dasari
37. Mala Dasu
38. Mala Hannai
39. Malajangam
40. Mala Masti
41. Mala Sale, Nethani
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
52. Pambada, Pambanda
53. Pamidi
54. Panchama, Pariah
55. Relli
56. Samagara
57. Samban
58. Sapru
59. Sindhollu, Chindollu

Part II. - Assam

1. Bansphor
2. Bhuinmali, Mali
3. Brittial Bania, Bania
4. Bhupi, 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 III. - Bihar

1. Bantar
2. Bauri
3. Bhogta
4. Bhuiya
5. Bhumij
6. Chamar, Mochi
7. Chaupal
8. Dabgar
9. Dhobi
10. Dom, Dhangad
11. Dusadh, Dhari, Dharhi
12. Ghasi
13. Halalkhor
14. Hari, Mehtar, Bhangi
15. Kanjar
16. Kurariar
17. Lalbegi
18. Mushar
19. Nat
20. Pan, Sawasi
21. Pasi
22. Rajwar
23. Turi.

Part IV.-Gujarat

1. Ager
2. Bakad, Bant
3. Bawa-Debh, Debh-Sadhu
4. Bhambi, Bhambhi, Asadaru, Chamadia, Chamar, Chambhar, Chamgar, Haralayya, Harali, Khalpa, Machigar, Mochigar, Madar, Madig, Mochi, Nalia, Telegu Mochi, Kamati Mochi, Ranigar, Rohidas, Rohit, Samgar
5. Bhangi, Mehtar, Olgana, Rukhi, Malkana, Halalkhor, Lalbegi, Balmiki,

Korar, Zadmalli
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. Mahyavanshi, Dhed, Dhedh, Vankar, Maru Vankar, Antyaj
19. Mang, Matang, Minimadig
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

Part V.- Haryana

1. Ad Dharmi
2. Balmiki, Chura, Bhangri
3. Bangali
4. Barar, Burar, Berar
5. Batwal
6. Bauria, Bawaria
7. Bazigar
8. Bhanjra
9. Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi
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
19. Kabirpanthi, Julaha
20. Khatik
21. Kori, Koli
22. Marija, Marecha
23. Mazhabi
24. Megh
25. Nat

26. Od
27. Pasi
28. Perna
29. Pherera
30. Sanhai
31. Sanhal
32. Sansi, Bhedkut, Manesh
33. Sansoi
34. Sapela
35. Sarera
36. Sikligar
37. Sirkiband.
Part VI.- Himachal Pradesh
1. Ad Dharmi
2. Badhi, Nagalu
3. Balmiki, Bhangri, Chuhra, Chura, Chuhre
4. Bandhela
5. Bangali
6. Banjara
7. Bansi
8. Barad
9. Barar, Burar, Berar
10. Batwal
11. Bauria, Bawaria
13. Bhanjra, Bhanjre
14. Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi, Ramdasia, Mochi
15. Chanal
16. Chhimbe Dhobi
17. Dagi
18. Darain
19. Darai, Daryai
20. Daule, Deole
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
56. Thathiar, Thathera
1. Bantar
2. Baurri
3. Bhogta
4. Bhuiya
5. Chamar, Mochi
6. Choupal
7. Dabajar
8. Dhobi
9. Dom, Dhangad
10. Dusadh, Dhari, Dharhi
11. Ghasi
12. Halalkhor
13. Hair, Mehtar, Bhangi
14. Kanjar
15. Kuraiar
16. Lalbegi
17. Musahar
18. Nat
19. Pan, Sawasi
20. Pasi
21. Rajwar
22. Turi.
1. Ins. Act 30 of 2000, Sec.23 and Fifth Sch. (w.e.f. 15.11.2000)
PART VII. - Karnataka
1. Adi Andhra
2. Adi Dravida
3. Adi Karnataka
4. Adiya (in Coorg district)
5. Ager
6. Ajila
7. Anamuk
8. Aray Mala
9. Arunthathiyar
10. Arwa Mala
11. Baira
12. Bakad
13. Vant (In Belgaum, Bijapur, Dharwar and North Kanara districts)
14. Bakuda
15. Balagai

16. Bandi
17. Banjara, Lambani
18. Bathada
19. Beda Jangam, Budga Jangam
20. Bellara
21. Bhangi, Mehtar, Olgana, Rukhi, Malkana, Halalkhor, Lalbegi, Balmiki, Korar, Zadmalli
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
23. Bhovi
24. Bindla
25. Byagara
26. Chakkiliyan
27. Chalavadi, Chalvadi, Channayya
28. Chandala
29. Chenna Dasar, Holaya Dasar
30. Dakkal, Dokkalwar
31. Dakkaliga
32. Dhor, Kakkayya, Kankayya
33. Dom, Dombara, Paidi, Pano
34. Ellamalwar, Yellammalawandlu
35. Ganti Chores
36. Garoda, Garo
37. Godda
38. Gosangi
39. Halleer
40. Halsar, Haslar, Hulasvar, Halasvar
41. Handi Jogis
42. Hasla
43. Holar, Valhar
44. Holaya, Holer, Holey
45. Holey Dasari
46. Jaggali
47. Jambuvulu
48. Kadaiyan
49. Kalladi
50. Kepmaris
51. Kolupulvandlu
52. Koosa
53. Koracha
54. Korama
55. Kotegar, Metri
56. Kudumban
57. Kuravan
58. Lingader
59. Machala
60. Madari
61. Madiga
62. Mahar, Taral, Dhegu Megu
63. Mahyavanshi, Dhed, Vankar, Maru-maru-vonkar

64. Maila
65. Mala
66. Mala Dasari
67. Mala Hannai
68. Mala Jangam
69. Mala Masti
70. Mala Sale, Netkani
71. Mala Sanyasi
72. Mang, Matang, Minimadig
73. Mang Garudi, Mang Garodi
74. Manne
75. Masthi
76. Mavilan
77. Meghwal, Menghvar
78. Moge
79. Mukri
80. Mundala
81. Nadia, Hadi
82. Nalkadaya
83. Nalakeyava
84. Nayadi
85. Pale
86. Pallan
87. Pambada
88. Panchama
89. Panniandi
90. Paraiyan, Paraya
91. Paravan
92. Raneyar
93. Samagara
94. Samban
95. Sapari
96. Sillekyathas
97. Sindhollu, Chindollu
98. Sudugadu Siddha
99. Thoti
100. Tirgar, Tirbanda
101. Valluvan.
Part VIII. - Kerala
1. Adi Andhra
2. Adi Dravida
3. Adi Karnataka
4. Ajila
5. Arunthathiyar
6. Ayyanavar
7. Baira
8. Bakuda
9. Bandi
10. Bathada
11. Bellara
12. Bharatar
13. Boyan [excluding the areas comprising

the Malabar district as specified by sub-section (2) of section 5 of the States Reorganisation Act, 1956 (37 of 1956)]
14. Chakkiliyan
15. Chamar, Muchi
16. Chandala
17. Cheruman
18. Domban
19. Gavara
20. Godagali
21. Godda
22. Gosangi
23. Hasla
24. Holey
25. Kadaiyan
26. Kakkalan
27. Kalladi
28. Kanakkan, Padanna
29. Karimpalan
30. Kavara
31. Koosa
32. Kootan, Koodan
33. Kudumban
34. Kuravan, Sidhanar
35. Maila
36. Malayan [in the areas comprising the Malabar district as specified by sub-section (2) of section 5 of the States Reorganisation Act, 1956 (37 of 1956)]
37. Mannan
38. Mavilan
39. Moger
40. Mundala
41. Nalakeyava
42. Nakadaya
43. Nayadi
44. Padannan
45. Pallan
46. Palluvan
47. Pambada
48. Panan
49. Panchama
50. Paraiyan, Parayan, Sambavar
51. Paravan
52. Pathiyan
53. Perumannan
54. Pulayan, Cheramar
55. Pulaya Vettuvan
56. Puthirai Vannan
57. Raneva
58. Samagara
59. Samban
60. Semman
61. Thandan

62. Thoti
63. Vallon
64. Valluvan
65. Vannan
66. Velan
67. Vetan
68. Vettuvan.
Part IX. - Madhya Pradesh
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. Dhanuh
21. Dhed, Dher
22. Dhobi (in Bhopal, Raisen and Sehore distirct)
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
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. Kumar (in Chhatarpur, Datia, Panna, Rewa, Satna, Shahdol, Sidhi and Tikamgarh districts)
36. Mahar, Mehra, Mehar
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 distircts)
43. Pasi
44. Rujjhar
45. Sansi, Sansia
46. Silawat
47. Zamral
PART X.-Maharashtra
1. Ager
2. Anamuk
3. Aray Mala
4. Arwa Mala
5. Bahna, Bahana
6. Bakad, Bant
7. Balahi, Balai
8. Basor, Burud, Bansor, Bansodi
9. Beda Jangam, Budga Jangam
10. Bedar
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, Surjyaramnami.
12. Bhangi, Mehtar, Olgana, Rukhi, Malkana, Halalkhor, Lalbegi, Balmiki, Korar, Zadmalli
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, Gandhi
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.
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 XII.-Orissa
1. Adi Andhra
2. Amant, Amat
3. Audhelia
4. Badaik
5. Bagheti, Baghuti
6. Bajikar
7. Bari
8. Bariki
9. Basor, Burud
10. Bauari
11. Bauti
12. Bavuri
13. Bedia, Bejia
14. Beldar
15. Bhata
16. Bhoi
17. Chachati
18. Chakali
19. Chamar, Mochi, Muchi, Satnami
20. Chandala
21. Chandhai Maru
22. Cherua, Chhelia
23. Dandasi
24. Dewar
25. Dhanwar
26. Dhoba, Dhobi
27. Dom, Dombo, Duria Dom
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
41. Jaggali
42. Kandra, Kandara
43. Karua
44. Katia
45. Kela
46. Khadala
47. Kodalo, Khodalo
48. Kori

49. Kummari
50. Kurunga
51. Laban
52. Laheri
53. Madari
54. Madiga
55. Mahuria
56. Mala, Jhala, Malo, Zala
57. Mang
58. Mangan
59. Mehra, Mahar
60. Mehtar, Bhangi
61. Mewar
62. Mundapotta
63. Musahar
64. Nagarchi
65. Namasudra
66. Paidi
67. Paimda
68. Pamidi
69. Pan, Pano
70. Panchama
71. Panika
72. Panka
73. Pantanti
74. Pap
75. Pasi
76. Patial, Patikar, Patratanti, Patua
77. Rajna
78. Relli
79. Sabakhia
80. Samasi
81. Sanei
82. Sapari
83. Sauntia, Santia
84. Sidhria
85. Sinduria
86. Siyal
87. Tamadia
88. Tamudia
89. Tanla
90. Tiar, Tior
91. Turi
92. Ujia
93. Valamiki, Valmiki.
PART XIV.-Punjab
1. Ad Dharmi
2. Balmiki, Chura, Bhangi
3. Bangali
4. Barar, Burar, Berar
5. Batwal
6. Bauria, Bawaria

7. Bazigar
8. Bhanjra
9. Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi
10. Chanal
11. Dagi
12. Darain
13. Deha, Dhaya, Dhea
14. Dhanak
15. Dhogri, Dhangri, Sigg
16. Dumna, Mahasha, Doom
17. Gagra
18. Gandhila, Gandil, Gondola
19. Kabirpanthi, Julaha
20. Khatik
21. Kori, Koli
22. Marija, Marecha
23. Mazhabi
24. Megh
25. Nat
26. Od
27. Pasi
28. Perna
29. Pherera
30. Sanhai
31. Sanhal
32. Sansi, Bhedkut, Manesh
33. Sansoi
34. Sapela
35. Sarera
36. Sikligar
37. Sirkiband.
20. Dhanak, Dhanuk
21. Dhankia
22. Dhobi
23. Dholi
24. Dome, Dom
25. Gandia
26. Garancha, 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. Koria
40. Madari, Bazigar
41. Mahar, Taral, Dhegumegu

42. Mahyavanshi, Dhed, Dheda, Vankar, Maru Vankar
43. Majhabi
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
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
31. Kavara (in Kanyakumari district and

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

Shenkottah taluk of Tirunelveli district)
75. Vettiyan
76. Vettuvan (in Kanyakumari district and Shenkottah taluk of Tirunelveli district)
PART XVII.-Tripura
1. Bagdi
2. Bhuimali
3. Bhunar
4. Chamar, Muchi
5. Dandasi
6. Dhenuar
7. Dhoba
8. Dum
9. Ghasi
10. Gour
11. Gur
12. Jalia Kaibarta
13. Kahar
14. Kalindi
15. Kan
16. Kanda
17. Kanugh
18. Keot
19. Khadit
20. Kharia
21. Koch
22. Koir
23. Kol
24. Kora
25. Kotal
26. Mahisyadas
27. Mali
28. Mehtor
29. Musahar
30. Namasudra
31. Patni
32. Sabar.
PART XVIII.-Uttar Pradesh
1. Agariya
2. Badhik
3. Badi
4. Baheliya
5. Baiga
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. 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. Gharami
35. Ghasiya
36. Gond
37. Gual
38. Habura
39. Hari
40. Hela
41. Kalabaz
42. Kanjar
43. Kapariya
44. Karwal
45. Khairaha
46. Kharwar(excluding Benbansi)
47. Khatik
48. Khorot
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. Rawat
62. Saharya
63. Sanaurhiya
64. Sansiya
65. Shilpkar
66. Turaiha.
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
22. Hari, Mehtar, Mehtor, Bhangi
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.
1[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.]
2[PART XXI.-Arunachal Pradesh
1. Bansphor
2. Bhuimali 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 1. Ins. by Act 34 of 1986, s. 13 and the First Sch. (w.e.f. 20-2-1987). 2. Ins. by Act 69 of 1986, s. 16 and the First Sch. (w.e.f. 20-2-1987).
9. Kaibartta or Jaliya
10. Lalbegi
11. Mahara
12. Mehtar or Bhangi
13. Muchi or Rishi
14. Namasudra
15. Patni
16. Sutradhar.]
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
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.

3[PART XXIV – Uttaranchal
1. Agariya
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. Kharaita
46. Kharwar (excluding Vanwasi)
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 18 of 1987, s. 19 and the First Sch. (w.e.f. 30-5-1987).
2. Ins. by Act 28 of 2000, Sec.19 and the Third Sch. (we.f. 1.11.2000)
3. Ins. by Act 29 of 2000, Sec. 24 and the Fifth Sch. (w.e.f. 9.11.2000)

Appendix I (10) continued

Part B. ALPHABATICAL LIST OF SCHEDULED TRIBES

S. No.	Scheduled Tribe	State/ Union Territory Where Scheduled
		A
1.	Abor	Arunachal Pradesh
2.	Adiyan	Karnataka, Kerala, Tamilnadu
3.	Advichincher	Gujarat, Karnataka, Maharashtra
4.	Agaria	Madhya Pradesh, Maharashtra
5.	Agariaya	Madhya Pradesh
6.	Aimol	Manipur
7.	Aka	Arunachal Pradesh
8.	Anal	Manipur
9.	Andh	Andhra Pradesh, Madhya Pradesh, Maharashtra
10.	Andamanese	Andaman & Nicobar Islands
11.	Angami	Manipur
12.	Apatani	Arunachal Pradesh
13.	Arakh	Madhya Pradesh, Maharashtra
14.	Aradan	Kerala, Tamilnadu
15.	Arrakh	Madhya Pradesh, Maharashtra
16.	Asur (Gond)	Bihar, West Bengal, Madhya Pradesh, Maharashtra

B

1.	Baiga	Bihar, Madhya Pradesh, Maharashtra, Orissa, And West Bengal
2.	Baite (Kuki)	Mizoram
3.	Bakarwal	Jammu & Kashmir
4.	Balawa (Andamanese)	Andaman & Nicobar Islands
5.	Balte (Kuki)	Tripura
6.	Balti	Jammu & Kashmir
7.	Bamcha (Bavacha)	Gujarat, Karnataka, Maharashtra
8.	Banjara	Bihar, Orissa
9.	Banjari (Banjara)	Orissa
10.	Barda	Gujarat, Karnataka, Maharashtra
11.	Barela (Bhil)	Madhya Pradesh, Rajasthan
12.	Barmans	Assam
13.	Barodia (Vitolia)	Karnatakam Maharashtra
14.	Bartika (Kotia)	Andhra Pradesh
15.	Bathudi	Bihar, Orissa
16.	Bauacha	Gujarat, Karnataka, Maharashtra
17.	Bea	A & N Islands
18.	Beda	Jammu & Kashmir, Karnataka
19.	Bedar	Karnataka
20.	Bedia	Bihar, West Bengal
21.	Bediya (Bedia)	West Bengal
22.	Belalhut (Kuki)	Tripura
23.	Bentho Oriya (Kotia)	Andhra Pradesh
24.	Bhagalia (Bhil)	Gujarat, Karnataka, Maharashtra, Rajasthan
25.	Bhaina	Madhya Pradesh, Maharashtra
26.	Bhar (Gond)	Madhya Pradesh, Maharashtra
27.	Bharia (Bharia Bhumia)	Madhya Pradesh

28.	Bharia Bhumia	Madhya Pradesh, Maharashtra
29.	Bharwad	Gujarat
30.	Bhatola (Gond)	Madhya Pradesh, Maharashtra
31.	Bhatttra	Madhya Pradesh, Maharashtra
32.	Bhil	Madhya Pradesh, Maharashtra, Andhra Pradesh, Gujarat, Karnataka, Rajasthan, Tripura
33.	Bhil Garasia (Bhil)	Gujarat, Karnataka, Maharashtra, Rajasthan
34.	Bhil Mina	Madhya Pradesh, Rajasthan
35.	Bhillala (Bhil)	Gujarat, Karnataka, Madhya Pradesh, Maharashtra, Rajasthan
36.	Bhimma (Gond)	Madhya Pradesh, Maharashtra
37.	Bhine Koya (Koya)	Andhra Pradesh, Karnataka, Madhya, Maharashtra
38.	Bhoi (Khasi)	Assam, Meghalaya, Mozoram
39.	Bhot	Himachal Pradesh
40.	Bhotia	Uttar Pradesh
41.	Bhottada	Orissa
42.	Bhuinhar Bhumia (Bharia Bhumia)	Madhya Pradesh, Maharashtra
43.	Bhuiya	Orissa
44.	Bhuiya	Bihar, Orissa, West Bengal
45.	Bhuta (Gond)	Madhya Pradesh, Maharashtra
46.	Bhumiya (Bharia Bhumia)	Madhya Pradesh
47.	Bhumia	Orissa
48.	Bhunja	Madhya Pradesh, Maharashtra, Orissa
49.	Bhutia	Sikkim, Tripura, West Bengal
50.	Bhuyan (Bhuiya)	Orissa
51.	Biar	Madhya Pradesh
52.	Biate (Kuki)	Assam, Meghalaya, Mizoram
53.	Biete (Kuki)	Assam, Meghalaya, Mizoram
54.	Birhor (Birhol)	Madhya Pradesh, West Bengal
55.	Binjhal	Orissa
56.	Binjhia	Bihar, Orissa
57.	Binjhoa (Binjhia)	Orissa
58.	Binjhwar	Madhya Pradesh, Maharashtra
59.	Birhor	Bihar, Madhya Pradesh (Birhol), Maharashtra (Birhul), Orissa, West Bengal
60.	Birhul	Madhya Pradesh, Maharashtra
61.	Birjia	Bihar, West Benal
62.	Bisonhorn Maria (Gond)	Madhya Pradesh, Maharashtra
63.	Biyar (Biar)	Madhya Pradesh
64.	Bo (Andamanese)	A&N Islands
65.	Bodh (Bhot)	Himachal Pradesh
66.	Bojigiyab (Andamanese)	A&N Islands
67.	Bondeya (Korku)	Madhya Pradesh, Maharashtra
68.	Bondhi (Korku)	Madhya Pradesh, Maharashtra
69.	Bondo Poraja	Orissa
70.	Bopchi (Korku)	Madhya Pradesh, Maharashtra
71.	Boro	Assam
72.	Barodia (Vitola)	Gujrat, Maharashtra
73.	Borokachari (Boro)	Assam, Mehalaya
74.	Bot	Jammu & Kashmir
75.	Boto	Jammu & Kashmir
76.	Buksa	Uttar Pradesh
77.	Bada Maria (Gond)	Madhya Pradesh, Maharashtra

78.	Badimaria (Gond)	Madhya Pradesh, Maharashtra
79.	Bagata	Andhra Pradesh, Orissa
80.	Behelia (Pardhi)	Madhya Pradesh, Maharashtra
81.	Bahellia (Pardhi)	Madhya Pradesh, Maharashtra
82.	Brokpa	Jammu & Kashmir

C

1.	Chaimal	Tripura
2.	Chakma	Assam, Meghalaya, Mizoram, Tripura, West Bengal
3.	Changpa	Jammu & Kashmir
4.	Changsan (Kuki)	Assam Meghalaya, Mizoram
5.	Charan	Gujrat
6.	Chari (Andamanese)	A&N Islands
7.	Chariar (Andamanese)	A&N Islands
8.	Chattri (Kawar)	Madhya Pradesh, Maharashtra
9.	Chaudhri	Gujrat
10.	Chenchu	Andhra Pradesh, Karnataka, Orissa
11.	Chenchwar (Chenchu)	Andhra Pradesh, Karnataka
12.	Chero	Bihar, West Bengal
13.	Cherwa (Kawar)	Madhya Pradesh, Maharashtra
14.	Chhalya (Kuki)	Tripura
15.	Chik Baraik	Bihar, West Bengal
16.	Chiru	Manipur
17.	Chitapardhi (Pardhi)	Madhya Pradesh, Maharashtra
18.	Chodhara	Gujrat, Karnatka, Maharashtra
19.	Cholivalanayak (Naikda)	Maharashtra
20.	Cholivalanayaka (Naikda)	Karnatakam Rajasthan, Gujarat
21.	Chongloi (Kuki)	Assam Meghalaya, Mizoram
22.	Chotamaria (Gond)	Madhya Pradesh, Maharashtra
23.	Chothe	Manipur
24.	Chumbipa	Sikkim

D

1.	Dafla	Arunanchal Pradesh
2.	Dal	Orissa
3.	Damaria (Damor)	Madhya Pradesh, Rajasthan
4.	Damor	Madhya Pradesh, Rajasthan
5.	Dandami Maria (Gond)	Madhya Pradesh, Maharashtra
6.	Dard	Jhammu & Kashmir
7.	Daroi (Gond)	Madhya Pradesh
8.	Desaya Konda (Kondhs)	Andhra Pradesh
9.	Deori	Assam
10.	Desua Bhumij	Orissa
11.	Dhangad (Oraon)	Madhya Pradesh, Maharashtra
12.	Dhanka (Oraon)	Gujarat, Madhya Pradesh, Maharashtra, Rajasthan
13.	Dhanwar	Madhya Pradesh, Maharashtra
14.	Dharua	Orissa
15.	Dhoba (Gond)	Madhya Pradesh, Maharashtra
16.	Dhodia	Gujarat, Maharashtra, Dadra & Nagar Haveli, Goa, Daman & Diu
17.	Dholi Bhil (Bhil)	Gujarat, Karnatkam, Maharashtra, Rajasthan
18.	Dhor (Koli)	Maharashtra
19.	Dhora	Andhra Pradesh

20.	Dhor Katkari (Kathodi)	Rajasthan, Gujarat, Karnataka, Maharashtra
21.	Dhor Kathodi (Kathodi)	Gujarat, Karnatakam Maharashtra, Rajasthan
22.	Dhotada (Bhottada)	Orissa
23.	Dhulia (Gond)	Madhya Pradesh, Maharashtra, (Kotia), Andhra Pradesh
24.	Dhuru (Gond)	Madhya Pradesh, Maharashtra
25.	Dhurwa (Gond)	Madhya Pradesh, Maharashtra
26.	Didayi	Orissa
27.	Dimasa	Assam, Meghalaya, Mizoram
28.	Dongar Koli (Koli)	Maharashtra
29.	Dongria Konds (Kondhs)	Andhra Pradesh
30.	Dopthapa	Sikkim
31.	Dorla (Gond)	Madhya Pradesh, Maharashtra
32.	Doungel (Kuki)	Assam, Meghalaya, Mizoram
33.	Drokpa	Jammu & Kashmir
34.	Dubla	Gujarat, Karnatakam, Maharashtra, Dadra & Nagar Haveli, Goa, Daman & Diu
35.	Dulia	Andhra Pradesh
36.	Dukpa (Bhutia)	Sikkim, West Bangal
37.	Dungri Bhil	Gujarat, Karnataka, Maharashtra, Rajasthan
38.	Dungri Garasia(Bhil)	Gujarat, Karnataka, Maharashtra, Rajasthan

E

1.	Eravallan	Kerala, Tamilnadu
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F

1.	Fun	Tripura
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G

1.	Gadaba	Madhaya Pradesh, Orissa
2.	Gadabas	Andhra Pradesh
3.	Gadba (Gadaba)	Madhaya Pradesh
4.	Gaddi	Himachal Pradesh, Jammu And Kashmir
5.	Gaiki (Gond)	Madhaya Pradesh, Maharashtra
6.	Gaita (Gond)	Madhaya Pradesh, Maharashtra
7.	Galong	Arunachal Pradesh
8.	Gamalhou (Kuki)	Assam, Meghalaya, Mizoram
9.	Gamit	Gujarat, Karnataka, Maharashtra
10.	Gamta (Gamit)	Gujarat, Karnataka, Maharashtra
11.	Gandia	Orissa
12.	Gangte (Kuki)	Assam, Meghalaya, Manipur, Mizoram
13.	Garasia	Rajasthan
14.	Garo	Assam, Meghalaya, Mizoram, Nagaland, West Bengal
15.	Garoo	Tripura
16.	Garra	Jammu & Kashmir
17.	Gatta (Gond)	Madhaya Pradesh, Maharashtra
18.	Gatti (Gond)	Madhaya Pradesh, Maharashtra
19.	Gavit (Gmit)	Gujarat, Karnataka, Maharashtra
20.	Ghara	Orissa
21.	Gond	Andhra Pradesh, Bihar, Gujarat, Karnataka, Madhaya Pradesh, Maharashtra, Orissa, West Bengal
22.	Gond Gowari	Madhaya Pradesh, Maharashtra
23.	Gando	Orissa
24.	Gorait	Bihar, West Bengal

25.	Goud	Andhra Pradesh
26.	Goudu	Andhra Pradesh
27.	Gowdalu	Karnataka
28.	Gujjar	Himachal Pradesh, Jammu & Kashmir
29.	Guite (Kuki)	Assam, Meghalaya, Mizoram

H

1.	Hajang	West Bengal
2.	Hajango (Kuki)	Tripura
3.	Hajong	Assam, Meghalaya, Mizoram
4.	Hakkipikki	Karnataka
5.	Halam	Tripura
6.	Halba	Madhya Pradesh, Maharashtra
7.	Halbi	Madhya Pradesh, Maharashtra
8.	Halpati (Dubla)	Gujarat, Karnatakam Goa, Damand And Diu
9.	Hanneng (Kuki)	Assam, Meghalaya, Mizoram
10.	Haokip (Kuki)	Assam, Meghalaya, Mizoram
11.	Haolai (Kuki)	Assam, Meghalaya, Mizoram
12.	Hasallaru	Karnataka
13.	Haupit (Kuki)	Assam, Meghalaya, Mizoram
14.	Hengna	Assam, Meghalaya, Mizoram
15.	Hill Maria (Gond)	Madhya Pradesh, Maharashtra
16.	Hill Pulaya	Kerala
17.	Hill Reddis	Andhra Pradesh
18.	Hmar	Assam, Manipur, Meghalaya, Mizoram
19.	Ho	Bihar, Orissa, West Bengal
20.	Hojai	Assam
21.	Holva (Kotia)	Andhra Pradesh, Orissa
22.	Hongsungh (Kuki)	Assam, Meghalaya, Mizoram
23.	Hrangkhwa (Kuki)	Assam, Meghalaya, Mizoram

I

1.	Irulan (Irular)	Kerala
2.	Irular	Karnataka, Kerala, Tamilnadu
3.	Iruliga	Karnataka

J

1.	Jad	Himachal Pradesh
2.	Jaintia (Khasi)	Assam, Meghalaya, Mizoram
3.	Jamatia	Tripura
4.	Jangtei	Tripura
5.	Jarawas	A&N Islands
6.	Jatapu	Orissa
7.	Jatapus	Andhra Pradesh
8.	Jaunsari	Uttar Pradesh
9.	Jenu Kuruba	Karnataka
10.	Jongbe (Kuki)	Assam, Meghalaya, Mizoram
11.	Juang	Orissa
12.	Juwai	A&N Islands

K

1.	Kabui	Manipur
2.	Kacha Naga	Manipur
3.	Kachari	Assam Dimasa), Meghalaya, Nagaland
4.	Kadar	Kerala, Tamilnadu
5.	Kadu Kuruba	Karnataka
6.	Kagatay (Bhutia)	Sikkim, West Bengal
7.	Kalanga (Gond)	Madhya Pradesh, Maharashtra
8.	Kamar	Madhya Pradesh, Maharashtra
9.	Kammara	Andhra Pradesh, Karnatakam Kerala, Tamilnadu
10.	Kanaura	Himachal Pradesh
11.	Kandh (Kondh)	Madhya Pradesh, Maharashtra
12.	Kandha (Khond)	Orissa
13.	Kandha Gauda	Madhya Pradesh, Maharashtra
14.	Kanikkar (Kanikaran)	Kerala, Tamilnadu
15.	Kaniyan	Karnataka Tamilnadu
16.	Kannikaran	Kerala, Tamilnadu
17.	Kanwar (Kawar)	Madhya Pradesh, Maharashtra
18.	Kanyan (Kaniyan)	Karnataka Tamilnadu
19.	Kapadia Nayaka (Naikda)	Gujarat, Karnatakam Maharashtra, Rajasthan
20.	Kapu Savaras (Savaras)	Andhra Pradesh
21.	Karku	Madhya Pradesh
22.	Karmili	Bihar, West Bengal
23.	Ka Thakar (Thakur)	Maharashtra
24.	Ka Thakur (Thakur)	Maharashtra
25.	Kathodi	Gujarat, Karnataka, Maharashtra, Dadra & Nagar Haveli, Rajasthan
26.	Katkari (Kathodi)	Gujarat, Karnatakam Maharashtra, Rajasthan
27.	Kattunayakan	Andhra Pradesh, Karnatakam Kerala, Tamilnadu
28.	Kaur (Munda)	Tripuaa
29.	Kaur (Kawar)	Madhya Pradesh, Maharashtra
30.	Kawar	Madhya Pradesh, Maharashtra, Orissa
31.	Kede (Andamanese)	A&N Islands
32.	Keer	Madhya Pradesh
33.	Khairwar	Madhya Pradesh
34.	Khampa (Jad)	Himachal Pradesh
35.	Khampiti	Arunachal Pradesh
36.	Khareng (Kuki)	Tripura
37.	Kharia	Bihar, Madhya Pradesh, Maharashtra, Orissa, (Lodha) West Bengal
38.	Kharian (Kharia)	Orissa
39.	Khharwar	West Bengal
40.	Khasi	Asam, Meghalaya, Mizoram
41.	Khasia	Tripura
42.	Khatola (Gond)	Madhya Pradesh, Maharashtra
43.	Khawchung (Kuki)	Asam, Meghalaya, Mizoram
44.	Khawatholang (Kuki)	Asam, Meghalaya, Mizoram
45.	Khelma (Kuki)	Asam, Meghalaya, Mizoram
46.	Khephong (Kuki)	Tripura
47.	Kheria (Lodha)	West Bengal
48.	Khirwar (Gond)	Madhya Pradesh, Maharashtra

49.	Khirwara (Gond)	Madhya Pradesh, Maharashtra
50.	Kholhou (Kuki)	Asam, Meghalaya, Mizoram
51.	Khond	Bihar, (Kondh) Madhya Pradesh, (Kondh) Maharashtra, West Bengal, Orissa
52.	Khothalong (Kuki)	Asam, Meghalaya, Mizoram
53.	Khowa	Arunachal Pradesh
54.	Khutto Savaras (Savaras)	Andhra Pradesh
55.	Kipgen (Kuki)	Asam, Meghalaya, Mizoram
56.	Kinnara (Kanaura)	Himachal Pradesh
57.	Kisan	Bihar, Orissa, West Bengal
58.	Koch	Meghalaya
59.	Kochu Velan	Kerala, Tamilnadu
60.	Kodaku (Korwa)	Madhya Pradesh
61.	Kodhu (Kondh)	Andhra Pradesh
62.	Kodi (Kondhs)	Andhra Pradesh
63.	Koilabhuta (Gond)	Madhya Pradesh, Maharashtra
64.	Koilabhuti (Gond)	Madhya Pradesh, Maharashtra
65.	Koirao	Manipur
66.	Koireng	Manipur
67.	Koitar (Gond)	Madhya Pradesh, Maharashtra
68.	Kokna	Gujarat, Karnataka, Maharashtra, Rajasthan, Dadra & Nagar Haveli
69.	Kokni	Gujarat, Karnataka, Maharashtra, Rajasthan
70.	Kol	Madhya Pradesh, Maharashtra
71.	Kol Laharas (Koloh Loharas)	Orissa
72.	Kolah Loharas	Orissa
73.	Kolam	Andhra Pradesh, Madhya Pradesh, Maharashtra
74.	Kolcha (Kolidor)	Gujarat, Karnataka, Maharashtra, Rajasthan
75.	Kolgha (Kolidhor)	Gujarat, Karnataka, Maharashtra, Rajasthan, Dadra & Nagar Haveli
76.	Kolha	Orissa
77.	Koli	Gujrat, Orissa
78.	Koli Dhor	Gujrat, Karnataka, Maharashtra, Rajasthan, Dadra & Nagar Haveli
79.	Koli Mahadev	Maharashtra
80.	Koli Malhar	Maharashtra
81.	Kom	Manipur
82.	Kond (Khond) Orissa	Orissa
83.	Kondadora	Orissa
84.	Konda Dhoras	Andhra Pradesh
85.	Konda Kapus	Andhra Pradesh, Karnataka, Kerala, And Tamilnadu
86.	Kondar (Khairwar)	Maharashtra
87.	Kondareddis	Andhra Pradesh, Kerala, Tamilnadu
88.	Kondh	Madhya Pradesh, Maharashtra
89.	Kondhs	Andhra Pradesh
90.	Kora	Bihar, Orissa West Bengal (Andamanese) A&N Islands
91.	Koraga	Karnataka, Kerala, Tamilnadu
92.	Korku	Madhya Pradesh, Maharashtra
93.	Korua	Oissa
94.	Korwa	Bihar, Madhya Pradesh, West Bengal
95.	Kota	Karnataka, Kerala, Tamilnadu
96.	Kotia	Andhra Pradesh, Orissa

97.	Kottu Koya (Koya)	Andhra Pradesh
98.	Kotwalia (Vitolia)	Gujaat, Karnataka, Maharashtra
99.	Koya (Gond)	Andhra Pradesh, Karnataka, Madhya Pradesh, Maharashtra, Orissa
100.	Kucha Maria (Gond)	Madhya Pradesh, Maharashtra
101.	Kuchaki Maria (Gond)	Madhya Pradesh, Maharashtra
102.	Kodiya	Karnataka, Kerala, Tamilnadu
103.	Kuki	Assam, Meghalaya, Mizoram, Nagaland, Tripura
104.	Kukna (Kokna)	Gujarat, Karnataka, Maharashtra, Rajasthan, Dadra And Nagar Haveli
105.	Kulia	Andhra Pradesh
106.	Kulis	Orissa
107.	Kuki	Assam, Meghalaya, Mizoram, Nagaland, Tripura
108.	Kunbi	Gujarat
109.	Kuntei (Kuki)	Tripura
110.	Kurichchan	Kerala, Tamilnadu
111.	Kuruba	Karnataka
112.	Kurumbas	Karnataka, Kerala, Tamilnadu
113.	Kuttiyakondhs (Kondhs)	Kerala, Tamilnadu
114.	Kuttiyakondhs (Kondhs)	Andhra Pradesh

L

1.	Lahaula	Himachal Pradesh
2.	Laifang (Kuki)	Tripura
3.	Lakher	Assam, Meghalaya, Mizoram
4.	Lalung	Assam
5.	Lamba (Jad)	Himachal Pradesh
6.	Lambadia (Sugalis)	Andhra Pradesh
7.	Lamgang	Manipur
8.	Langoli (Pardhi)	Madhya Pradesh, Maharashtra
9.	Lengthang (Kuki)	Assam, Meghalaya, Mizoram
10.	Lentei (Kuki)	Tripura
11.	Lepcha	Sikkim, Tripura, West Bengal
12.	Lhangum (Kuki)	Assam, Meghalaya, Mizoram
13.	Lhoujem (Kuki)	Assam, Meghalaya, Mizoram
14.	Lingadhari Koya (Koya)	Andhra Pradesh
15.	Lodha	Orissa (Shabar), West Bengal
16.	Lohara	Bihar, West Bengal
17.	Lohra (Lohara)	Bihar, West Bengal
18.	Lhouvun (Kuki)	Assam, Meghalaya, Mizoram
19.	Lupheng (Kuki)	Assam, Meghalaya, Mizoram
20.	Lushai	Tripura
21.	Lyngngam Khasi	Assam, Meghalaya, Mizoram

L

1.	Media (Gond)	Madhya Pradesh, Maharashtra, Orissa
2.	Mag	Tribpura
3.	Magh	West Bengal
4.	Mahali	Orissa, West Bengal

5.	Maha Malasar	Karnataka, Kerala, Tamilnadu
6.	Mahli	Bihar, West Bengal
7.	Majhi	Madhya Pradesh
8.	Majhwar	Madhya Pradesh
9.	Malai Arayan	Kerala, Tamilnadu
10.	Malaii Pandaram	Kerala, Tamilnadu
11.	Malai Vedan	Kerala, Tamilnadu
12.	Malaikudi	Karnataka
13.	Malakkuravn	Kerala, Tamilnadu
14.	Malasar	Kerala, Tamilnadu, Karnataka
15.	Malayali	Tamilnadu
16.	Malayan	Kerala
17.	Malayarayar	Kerala
18.	Malayekandi	Karnataka, Tamilnadu
19.	Maleru	Karnataka
20.	Malis	Andhra Pradesh
21.	Maliya Savaras (Savaras)	Andhra Pradesh
22.	Malpaharia	Bihar, West Bengal
23.	Man	Assa, Meghalaya, Mizoram
24.	Mana (Gond)	Madhya Pradesh, Maharashtra
25.	Mangjel (Kuki)	Assam, Meghalaya, Mizoram
26.	Mankidi	Orissa
27.	Mankirdia	Orissa
28.	Manna Dhora	Andhra Pradesh
29.	Mannan	Kerala, Tamilnadu
30.	Mannervarlu (Kolam)	Andhra Pradesh, Maharashtra
31.	Mannewar (Gond)	Madhya Pradesh, Maharashtra
32.	Mao	Manipur
33.	Maram	Manipur
34.	Maratha	Karnataka
35.	Marati	Karnataka, Kerala
36.	Maria (Gond)	Madhya Pradesh, Maharashtra
37.	Maring	Manipur
38.	Mavchi (Gamit)	Karnataka
39.	Mru	West Bengal
40.	Ma Thakar (Thakur)	Maharashtra
41.	Ma Thakur (Thakur)	Maharashtra
42.	Muthuvan	Kerala, Tamilnadu
43.	Matya	Orissa
44.	Mavchi (Gamit)	Gujarat, Maharashtra
45.	Mawasi	Madhya Pradesh
46.	Mech	Assam, West Bengal
47.	Meda	Karnataka
48.	Melakudi (Koya)	Karnataka, (Kudiya) Kerala, (Kudiya) Tamilnadu
49.	Mewasi Bhil (Bhil)	Gujarat, Karnataka, Maharashtra, Rajasthan
50.	Mikir	Assam, Meghalaya, Mizoram, Nagaland
51.	Mina	Madhya Pradesh, Rajasthan
52.	Mirdhas	Orissa
53.	Miri	Assam
54.	Mishmi	Arunachal Pradesh
55.	Misao (Kuki)	Assam, Meghalaya
56.	Missao(Kuki)	Mizoram
57.	Mizel (Kuki)	Tripura

58.	Mizo	Assam, Manipur, Meghalaya, Meghalaya
59.	Moghya (Gond)	Madhya Pradesh Maharashtra
60.	Mogia	Madhya Pradesh Maharashtra
61.	Momba	Arunachal Pradesh
62.	Mon	Jammu & Kashmir
63.	Monghya (Gond)	Madhya Pradesh, Maharashtra
64.	Monsang	Manipur
65.	Mota Nayaka (Naikda)	Gujrat, Karnataka, Maharashtra, Rajasthan
66.	Mouasi (Korku)	Madhya Pradesh, Maharashtra
67.	Moyon	Manipur
68.	Mudia (Gond)	Madhya Pradesh, Maharashtra
69.	Mudugar (Muthuvan)	Kerala, Tamilnadu
70.	Muduvan (Muthuvan)	Kerala, (Mudugar) Tamilnadu
71.	Mukha Dhora	Andhra Pradesh
72.	Munda	Bihar, Madhya Pradesh, Orissa, Tripura, West Bengal
73.	Munda Lohara (Munda)	Orissa
74.	Munda Mahalis (Munda)	Orissa
75.	Mundari	Orissa
76.	Muria (Gond)	Madhya Pradesh Maharashtra

N

1.	Naga	Assam, Arunachal Pradesh, Meghalaya, Mizoram, Nagaland
2.	Nagarchi(Gond)	Madhya Pradesh, Maharashtra
3.	Nagasia(Nagesia)	Madhya Pradesh , Maharashtra
4.	Nagasia	Madhya Pradesh, Maharashtra, West Bengal
5.	Nagwanshi(Gond)	Madhya Pradesh, Maharashtra
6.	Nahul(Korku)	Madhya Pradesh, Maharashtra
7.	Naik	Karnataka
8.	Naikda	Gujrat, Karnataka, Maharashtra, Rajasthan, Dadra & Nagar Haveli, Goa, Daman

O

1.	Ojha(Gond)	Madhya Pradesh, Maharashtra
2.	Omanatya	Orissa
3.	Onges	A. & N. Islands
4.	Oranga	Tripura
5.	Oraon	Bihar, Madhya Pradesh, Maharashtra, Orissa, West Bengal
6.	Oriya(Kotia)	Andhara Pradesh

P

1.	Padhar	Gujarat
2.	Padvi(Gagmit)	Gujarat, Karanataka, Maharashtra
3.	Paiko	Andhara Pradesh
4.	Paite(Kuki)	Manipur, Tripura
5.	Paitu	Tripura
6.	Palihal (Bharia Bhumia)	Madhya Pradesh
7.	Palleyan	Kerala, Tamil Nadu
8.	Palliyan	Karnataka, Kerala, Tamil Nadu
9.	Palliyar	Kerala, Tamil Nadu

10.	Pando (Bharia Bhumia)	Madhya Pradesh
11.	Pangwala	Himachal Pradesh
12.	Panika	Madhaya Pradesh
13.	Paniyan	Kerala, Karnataka, Tamil Nadu
14.	Pao	Madhya Pradesh
15.	Paradhi	Gujarat
16.	Parangiperja	Andhra Pradesh
17.	Pardhan	Andhra Pradesh, Madhya Pradesh, Maharashtra
18.	Pardhi	Gujrat, Karnataka, Madhya Pradesh, Maharashtra
19.	Parenga	Orissa
20.	Parhaiya	Bihar, West Bengal
21.	Parja	Andhra Pradesh, Madhya Pradesh, Maharashtra
22.	Paroja	Orissa
23.	Patelia	Gujarat, (Bhil), Karnataka(Bhil), Madhya Pradesh(Bhil), Maharashtra, Rajasthan
24.	Pathan	Maharashtra
25.	Pathri(Pardhan)	Maharashtra
26.	Patharisaoti(Pradhan)	Madhya Pradesh
27.	Pawi	Assam, Meghalaya, Mizoram
28.	Pawra(Bhil)	Gujarat, Karnataka, Maharashtra, Orissa, Rajasthan
29.	Pentie	Orissa
30.	Phanspardhi(Pardhi)	Madhya Pradesh, Maharashtra
31.	Phansepardhi(Pardhi)	Gujarat, Karnataka, Maharashtra
32.	Pnar(Khasi)	Assam, Meghalaya, Mizoram
33.	Pomla	Gujarat, Maharashtra
34.	Porja	Andhra Pradesh
35.	Potiya	Andhra Pradesh
36.	Purigpa	Jammu & Kashmir
37.	Purum	Manipur
38.	Putiya	Andhra Pradesh

R

1.	Raba	Meghalaya
2.	Rabri	Gujarat
3.	Rabha	Assam , West Bengal
4.	Raj(Gond)	Madhya Pradesh, Maharashtara
5.	Rajgond(Gond)	Andhara Pradesh, Gujarat, Karnataka
6.	Raji	Uttar Pradesh
7.	Rajah(Koya)	Andhara Pradesh
8.	Rajkoya(Koya)	Andhara Pradesh, Karnataka, Maharashtra
9.	Rajuar	Orissa
10.	Ralte	Manipur
11.	Rangchan	Tripura
12.	Rangkhhol(Kuki)	Assam, Meghalaya, Mizoram
13.	Rangkhole(Kuki)	Tripura
14.	Rasha Koya(Koya)	Andhara Pradesh
15.	Rathawa	Gujrat, Karanatata, Maharashtra
16.	Rathia(Kawar)	Madhya Pradesh, Maharashtra
17.	Rava	Meghalaya
18.	Rawa Bhil	Gurajat, Karnataka, Maharashtra, Rajasthan
19.	Reddi Dhoras	Andhara Pradesh

20.	Rena(Rena)	Andhara Pradesh
21.	Riang	Assam, Meghalaya, Tripura, Mizoram
22.	Rona	Andhara Pradesh

S

1.	Sahara(Saora)	Orissa
2.	Saharia(Sahariya)	Madhaya Pradseh
3.	Sahariya	Madhaya Pradesh(Saharia), Rajasthan
4.	Sairhem(Kuki)	Assam, Meghalaya, Mizoram
5.	Sanarna(Kotia)	Andhara Pradesh
6.	Santal	Bihar, Orissa, Tripura, West Bengal
7.	Saonta	Madhya Pradesh
8.	Saora	Orissa
9.	Saroti(Pardhan)	Maharashtra
10.	Saunta(Saonta)	Madhya Pradesh
11.	Saur	Madhya Pradesh
12.	Saura(Saora)	Orissa
13.	Sauria Paharia	Bihar, West Bengal
14.	Savar	Bihar(Saora), Orissa, West Bengal
15.	Savaras	Andhara Pradesh
16.	Sawar	Madhaya Pradesh, Maharashtra
17.	Sawara(Saware)	Madhaya Pradesh, Maharashtra
18.	Seharia(Sahariya)	Madhaya Pradesh, Rajasthan
19.	Sehria(Sahariya)	Madhaya Pradesh,(Saharia) Rajasthan
20.	Selnam(Kuki)	Assam, Meghalaya, Mizoram
21.	Sema	Manipur
22.	Sentinelese	A. & N. Islands
23.	Shabar	Orissa
24.	Sherdukpen	Arunachal Pradesh
25.	Sherpa	Sikkim, West Bengal
26.	Shikari(Pardhi)	Madhaya Pradesh, Maharashtra
27.	Shir	Jammu & Kashmir
28.	Sholaga	Karnataka, Tamil Nadu
29.	Shom Pens	A. & N. Islands
30.	Siddi	Gujarat
31.	Siddi(Nayaka)	Goa, Daman & Diu
32.	Sidhopaiko(Kotia)	Andhara Pradesh
33.	Simte	Manipur
34.	Singpho	Arunachal Pradesh
35.	Singson (Kuki)	Assam, Meghalaya, Mizoram
36.	Sippi	Jammu & Kashmir
37.	Sitha Kandha (Khond)	Orissa
38.	Sitlhou	Assam, Meghalaya, Mizoram
39.	Soligaru	Karnataka
40.	Sonjhari	Madhya Pradesh, Maharashtra
41.	Son Katkari (Kathodi)	Gujarat, Karnataka, Maharashtra, Rajasthan
42.	Sonkathodi (Kathodi)	Gujarat, Karnataka, Maharashtra, Rajasthan
43.	Sonr	Madhya Pradesh
44.	Sonwal (Kachari)	Assam
45.	Sor (sahariya)	Madhya Pradesh
46.	Sosia (Sahariya)	Madhya Pradesh
47.	Sounti	Orissa
48.	Sugalis	Andhra Pradesh

49.	Suhte	Manipur
50.	Sukte (Kuki)	Assam, Meghalaya, Mizoram
51.	Swangla	Himachal Pradesh
52.	Synten (Khasi)	Mizoram
53.	Synteng	(Khasi) Assam, (Khasi) Meghalaya, Mizoram
54.	Syntheng	Assam

T

1.	Tabo	A. & N. Islands
2.	Tadvi (Dhanka)	Gujarat, Maharashtra, Orissa, Rajasthan
3.	Tadvi Bhil (Bhil)	Gujarat, Karnataka, Maharashtra, Orissa, Rajasthan
4.	Takankar (Pardhi)	Madhya Pradesh, Maharashtra
5.	Takia (Pardhi)	Madhya Pradesh, Maharashtra
6.	Talavia (Dubla)	Gujarat, Karnataka, Maharashtra, Goa, Daman & Diu
7.	Tangkhul	Manipur
8.	Tanwar (Kawar)	Madhya Pradesh, Maharashtra
9.	Tetaria (Dhanka)	Gujarat, Maharashtra, Orissa, Rajasthan
10.	Thado (Kuki)	Assam, Meghalaya, Mizoram
11.	Thadou	Manipur
12.	Thakar (Thakur)	Maharashtra
13.	Thakur	Maharashtra
14.	Thangluya (Kuki)	Tripura
15.	Thanggeu (Kuki)	Assam, Mizoram, Meghalaya
16.	Tharu	Uttar Pradesh
17.	Tharua	Orissa
18.	Thatia (Gond)	Madhya Pradesh, Maharashtra
19.	Thoti	Andhra Pradesh, Maharashtra
20.	Thotya (Gond)	Madhya Pradesh, Maharashtra
21.	Tibetan (Bhutia)	Sikkim, West Bengal
22.	Tikiria Kondhs	Andhra Pradesh
23.	Tippera (Tripura)	Tripura
24.	Toda	Karnataka, Tamilnadu
25.	Tokre Koli (Koli Dhor)	Gujarat, Karnataka, Maharashtra
26.	Toto (Bhutia)	West Bengal
27.	Tripura	Tripura
28.	Tripuri (Tripura)	Tripura
29.	Tromopa	Sikkim

U

1.	Uchai	Tripura
2.	Uibuh	Assam, Meghalaya, Mizoram
3.	Ulladan	Kerala
4.	Uraly	Kerala, Tamilnadu

V

1.	Vade Maria (Gond)	Madhya Pradesh, Maharashtra
2.	Vaghri	Gujarat
3.	Vaiphei (Kuki)	Assam, Meghalaya, Mizoram
4.	Vaiphui	Manipur
5.	Valmiki	Andhra Pradesh, Karnataka
6.	Valvi (Dhanka)	Karnataka, Maharashtra, Rajasthan
7.	Varli	Gujarat, Karnataka, Maharashtra, Goa, Daman & Diu, Dadra & Nagar Haveli
8.	Vitolia	Karnataka, Maharashtra

9.	Vasava (Bhil)	Gujarat, Karnataka, Maharashtra, Rajasthan
10.	Vasave	Gujarat, Karnataka, Maharashtra, Rajasthan
11.	Vitola	Gujarat
12.	Vitolia	Maharashtra

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 candidate 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.

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APPENDIX I(13)

{Para 12.8.(C)}

REQUISITION FORM TO BE USED WHEN CALLING FOR APPLICANTS FROM THE EMPLOYMENT EXCHANGE.

(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:

Duration

Number posts

(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) Physically Handicapped		
(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

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**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 establishment 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)

Para 12.18(a)

SAMPLE COPY OF APPLICATION FORM FOR APPLYING AGAINST THE VACANCIES
ADVERTISED BY ADVERTISEMENT OF CEE, DGE&T, 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)

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APPENDIX 1 (16)
(Para 12.21)

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

Telegraphic Address 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.) 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.

APPENDIX I (19)

{Para 16.14}

SALE AND DISTRIBUTION OF CAREER PAMPHLETS

1. Priced copies of Career publications are available for sale with agencies authorised to sell Government of India publications. Copies should be held in stock at Exchange and also sold to those requiring them. * The publications should not be sent to the purchasers by V.P.P nor should the price be accepted in the form of postage stamps. A notice covering these points should also be displayed along with the pamphlets on the Notice- Board. Copies for sale at Exchanges should be obtained from the Manager of Publications, Publication Branch Civil Lines, Delhi -110054.
2. Employment Officers should observe the following instructions carefully for the maintenance of the sale accounts of the priced publications:-
 - i. Copies of publications will be issued to Employment Exchange on a sale and return basis i.e the sale proceeds will be credited after realisation of the amount from purchasers. For prompt supply all demands for the supply of priced publications addresses to the Manager of Publications should invariably be marked ' Supply on Sale and return'.
 - ii. The manager will send such publications under Sale and Return Voucher, two copies of which (original and duplicate) will be sent along with the supply or separately. The original copy should be retained by the Employment Exchange and the duplicate copy should be returned immediately to the Manager of publications, duly accepted.
 - iii. Immediately after the close of each financial year Employment Exchange should furnish the annual sale and return accounts in the prescribed form (P.B 68) to the Manager who has been requested to send copies of the form to each Employment Exchange. Employment Officers should request the Manager for the supply of copies of the form if these have not been received earlier. Publications supplied by the Manager on sale and return vouchers should alone be included in the annual sale and accounts return.
 - iv. The sale proceeds should be entered on the Cash Register. Such sale proceeds will be credited in Government Accounts through a bank draft obtainable from authorised banks for the amount below Rs. 50/- at par in favour of the Controller of Publications, Civil Lines, Delhi 110054 to account for the sale proceeds in the "Sale and Return Accounts' Instruction have been issued by the Reserve Bank of India Bombay for issue of Bank Draft for amount below Rs. 50/- at par vide their letter GA No. 651/63-76/77 dated 17th September 1976. While applying to the draft, Employment Officer should furnish a certificate to the effect that the draft has been applied for by or in favour of Pay and Accounts Officer under the Scheme of Departmentalisation of Accounts. Any amount may be deposited in any Government Treasury under proper head of account and the original challans granted by the Treasury should be forwarded in original to the Manager of Publications for submission to Audit.
 - (v) No discount is to be allowed on the sale price of the publications except in the case of sales to Government Department in which case 25 percent discount is admissible provided a certificate of purchase by the Government Department concerned is obtained from the indentor and forwarded to the Manager along with the annual sales accounts.
 - (vi) The actual stock balance of publication should be physically verified with the balance shown on the statement and a certificate to this effect should be sent to the Manager along with the annual sale account. On receipt of priced copies, Employment Officers should ensure that stocks are duly

checked and entered in the sales account stock register, which should be maintained under the following heads:-

Stock- cum- sale Register of career pamphlet

Date	Stock in hand	Fresh receipts	Progres- sive total	Initials of the officer incharge	Date	No. of Pamphlets sold	No. of pamphlets in hand	Amount realised	Initials of the Officer incharge

Physical verification of the stock in hand should be conducted at monthly intervals to ensure that sufficient number of copies of each pamphlets are available.

(vii) In order to assess the need for reprinting Career pamphlets and to plan the issue of fresh ones it is necessary that the Directorate General of Employment and Training should have periodical reports and returns regarding the progress of distribution and sale of these publications. Employment Officers are required furnish yearly information.

Copy of letter No. GA No. 651/63-76/77 dated 17th September, 1976 from Asstt. Chief Accountant Reserve Bank of India, Central Office Department of Accounts and Expenditure , Mumbai-400001 addressed to the Manager, RBI, Deposit Accounts Department, New Delhi and a copy endorsed to the concerned officers.

Issue of Bank Draft at par on Government Account-Raising the limit of

Please refer to your letter No. DAM –369 Pmt. Instruction/75-76 dated 16th July 1976 on the above subject.

2. Under the scheme of Departmentalisation of accounts in respect of the Ministries/ Departments of the Central Government it has been provided *inter alia* that all outstation payments on account of the Ministry/ Department will be made by the Pay and Accounts Officers of such Ministry/ Department by means of drafts. The Scheme has already been introduced in the remaining Central Ministries/ Departments on the Ist, October, 1976. To enable all the Pay and Accounts Officers established under the scheme to make outstation payments of amounts less that Rs. 50/- by means of drafts, it has been decided that the minimum limit of RS. 50/- for issue of drafts at par will not apply in such cases also when the draft is applied by or in favour of the Pay and Accounts Officers.

3. The accounting procedure containing the details of the various Pay and Accounts Officers attached to each Ministry/ Department and their different designations have been/ are being furnished to you. It is therefore not considered necessary to compile a separate list of all the Pay and Accounts Officers. To avoid confusion, however, if on, receipt an applicants for issue, of draft below Rs.50/- at par it is found that the designation of the applicants or the payee as the case may be is other than the Pay and Accounts Officers. You may request the applicants to furnish a certificate to the effect that the draft has been applied for by or in favour of Pay and Accounts Officers under the Scheme of Departmentalisation of accounts.

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)

{Para 17.8(a)}

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			

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 or 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 equity 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, un-utilised 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)

{Para 17.8(b)}

INSPECTION NOTE SHEET NO.....

Date of inspection..... Employment Exchange

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

STATISTICAL RETURNS

1.	E.S.1.1 (Monthly)	Registrations, Placements, Submissions, Live Register, Vacancies Notified, etc.
2.	E.S.1.2 (Annual)	Vacancies notified, filled, cancelled, outstanding and number on Live Register by NCO in respect of Total Women, SC/ST/and OBC.
3.	E.S.1.3 (Annual)	Vacancies notified, filled, cancelled and outstanding by sectors.
4.	E.S.1.4 (Annual)	Number of Applicants on Live Register by age, sex and educational levels.
5.	E.S.1.6 (Annual)	Vacancies reported by establishments, as unfilled due to shortage of suitable applicants with reasons therefor.
6.	E.S.2.1 (Half Yearly)	Educated applicants (All categories) Women SC/ST and OBC registered, placement and on L.R. by educational level.
7.	E.S.2.2(Annual)	Trade-wise distribution of Ex-ITI trainees and full term apprentices on Live Register and placed by NCO.
8.	E.S.2.3 (Half Yearly)	Return showing the work done by the employment exchange in respect of minority communities during half year ended.
9.	E.S.2.4 (Half Yearly)	Work done in respect of Scheduled Caste/Scheduled Tribe and OBC applicants
10.	E.S. 2.5(Half Yearly)	Work done in respect of disabled (Physically Handicapped) applicants
11.	E.S. 2.6((Annual)	Work done in respect of displaced persons(migrants from East Pakistan and repatriates from Burma and Sri Lanka).
12.	E.S.2.7(Half-Yearly)	Promotion of self-employment in Rural & Urban areas.
13.	E.S.3	VG Information by categories of applicants.
14.	C.P.-1 (Quarterly)	Return for furnishing information regarding vacancies notified for bulletin on Job Opportunities in India.

Time- Schedule of Returns

Periodicity of Returns	Due date for despatch
Monthly	3 rd working day of the following month
Quarterly	10 th working day of month following the quarter
Half-Yearly	10 th working day of month following the half-year
Annual	10 th working day of month following the year

NESM
VOLUME-II
PART II

The Collection
of
Employment Market Information

(Appendixes- Forms, Tables, Copies of Orders etc.)

APPENDIX II (I)

{Para 2.25 (ii)}

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.

APPENDIX II (2)

[Para 3.21 (v), 3.42]

LIST OF RUNNING RECORDS TO BE MAINTAINED AT EMPLOYMENT EXCHANGE 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)

(Para 3.22)

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 3.25)

STATEMENTS TO BE SENT BY EMPLOYMENT EXCHANGE TO SEMI UNIT/D.G.E.&T.(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 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	Responde d	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 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 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	Respnded	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 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 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 TO SEMI UNIT

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

N.I.C.I. 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 TO SEMI UNIT/DGE&T(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.C.I. 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 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 3.34]

**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															
		2001*/2002*			2003*/2004*			2005*/2006*			2007*/2008*			2009/2010*			
		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;

- (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		Total	Public	Private		Total	Qr.	Yr.	Qr.	Yr.		
					Act	Non-Act			Act	Non-Act							
1.	2.	3.	4.	5	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.		

**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

**APPENDIX II-6 continued
(ARA-3)**

Some Important Characteristics of the Labour Market

In this appendix give basic information, particularly the ones relating to (a) Population and labour force in 2001 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

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.

**(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-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 (8)

(Paras 4.9, 4.10)

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)

{Para 5.2(d)}

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)

(Para 5.3)

**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 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.

Copy to :

(Signature of the Inspecting Officer)

- (1) SEMI Unit.
- (2) Enforcement Cell State Headquarters.
- (3) Employers Card (EM-I)
- (4) File

APPENDIX II(11)

Para 5.4(b) (iii)

**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

*Delete inapplicable paragraph.

** Delete whatever is not applicable

To

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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&T : (c) A copy of the report on Central Technical Evaluation together with Compliance, (d) Copies of instructions issued in the recent past by DGE & T /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 scrutinised :-

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

(Appendixes- Forms, Tables, Copies of Orders etc.)

APPENDIX III (1)

{Para 3.20, 5.11 (i) of Part III}

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 higher 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)

{Para 5.5, 5.10(iii), 5.11(ii) of Part. III }

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)

(Para 5.14 Part III)

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

(Appendixes- Forms, Tables, Copies of Orders etc.)

APPENDIX IV(I)

(Para3.1 of Part IV)

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 Physically Handicapped,
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 Physically Handicapped, 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
Physically Handicapped,
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 physically handicapped..... Directorate of Employment

Date.....

1. Authority to Disclose Medical Information.

I.....(Name of the person) of(Address)

authorize the Employment Officer for the physically handicapped 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 physically handicapped 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)

(Para 10.1 of Part IV)

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)

(Para 11.2)

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.

APPENDIX IV-(5)

(Para 11.5)

/Copy of O.M No BPE/GL -006/78/MAN/2 (68)/76-BPE (GM-I) dated 30th March, 1978 form 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.

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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.

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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 Physically Handicapped 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 handicapped in obtaining suitable employment. My duties in addition to that of Employment Officer for handicapped 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-bodies, 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 handicapped/ 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 arc sedentary etc. and are therefore, suitable for the Orthopaedically handicapped. 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 handicapped, 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 handicapped 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 the handicapped persons. 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)

(Para 21.2 of Part IV)

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 Physically
handicapped

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)

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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 physically handicapped,
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 _____

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APPENDIX IV (9)

(Para 23.3 Part IV)

**/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.

LETTER TO BE ADAPTED FOR REQUESTING THE APPLICANT TO APPEAR BEFORE THE BOARD OF EXPERTS

NATIONAL EMPLOYMENT SERVICE

To _____
From
Employment office for the Physically
Handicapped, _____
Directorate of Employment _____

Dated _____

Dear Sir,

Registration No. _____

Cause List Reference :Sheet 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 Physically Handicapped,
Directorate of Employment, _____

* To be inserted at Employment Office, before despatch.

** Delete as appropriate.

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APPENDIX IV (1 1)

(Para 24.1)

/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.

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LETTER TO BE ADAPTED FOR ADDRESSING AN EMPLOYER WITH A SPECIAL APPEAL TO ACCEPT THE APPLICANTS

Order No. _____ Employment Exchange

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

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