

Registration of job seekers

- (a) Applicants both men and women who assemble at the Employment Exchange in the morning should be divided into convenient groups for pre-registration groups guidance by officers. The number of groups to be formed will depend upon the number of officers in post in a particular Exchange. Where a Vocational Guidance Unit is established, the Employment Officer (V.G.) will make the group comprising the fresher educated applicants i.e. middle pass and above.

Each officer including the Employment Officer (V.G.) will conduct separate group discussion of his own group.

The question of division of applicants in homogeneous group and their consequent diversion to other officers for registration will arise only when the number of applicants coming for registration is sufficiently large.

- (b) In the case of small Exchanges where the candidates come in driblets and the only officer who may either be away on contact work or on leave, the senior most staff member of the Employment Exchange Viz. Head Assistant / Assistant may be allowed to discharge this function of the Employment Officer.
- (c) During the pre-registration group discussion it should be emphasized on the applicants, should it ever become necessary to make further enquiries about their cases, they should approach the officer through enquiry clerk.
- (d) The Employment Officer should then interview each applicant individually, fill in item 15 and 16 thereafter, item 7,8,12, and 14 of the E.I. card. The Employment officer should also put his dated initials in columns 14, 15 and 24 any subsequent amendment / alteration will always be initialed and dated by the Employment Officer as per para 16.4 of the NESM Vol. 1 part-I. The officer will also attest the signatures of the applicants or record their permanent identification marks, if they are illiterate, on X-10 under his dated signatures.

The entries made on X-1 cards such as NTCDGE © Scheduled Caste, Backward Class, Physically Handicapped etc. will also be made by the Employment Officer under his dated initials.

- (e) As regards the completion of item 24 of the X-1 card, it should be signed by the officer registering the applicants either at the time of first contact with the applicant or when all the Employment Index Cards are put to him for security before they are filed.

Method of Registration

7.9 Form X-1. The applicant's particulars should be entered on an Index Card, X-1. Index Card X-1 in pink colour should be used for registering ex-service personnel. As

registration is the first stage in placing, it is essential that after careful and polite questioning all relevant information regarding the applicant should be recorded on the Card. If an applicant shows reluctance or positively refuses to give information considered necessary for the completion of an item or items on the Index Card, the registration clerk should tactfully explain that though it is not obligatory on the part of applicant to divulge this information, he would be well advised not to withhold anything lest the absence of essential details should jeopardise his chances of getting employment. It should at the same time be explained that all information given by an applicant is treated as confidential except in so far as it may have to be disclosed to an employer when he is submitted against a vacancy. Difficult cases of registration should invariably be reported to the Employment Officer concerned who should deal with them personally. In every case a record of any unusual incident in connection with registration, whether dealt with by the registration clerk or an officer should be entered in the "For Official Use" column of the Index Card.

Directions for Completing Items on X-1

7.10 Some directions to assist the correct completion of Index Card X-1 are given below, where the answer to any item is in the negative, a definite entry "No" or "NIL" should be made, but where there is no information to be entered against a particular item, a line should be drawn across the space provided so that the absence of any information on the Card may not be taken for failure to obtain it from the applicant.

Item 4(b) (Father's name):- In respect of married women and widows the husbands name should be entered here.

Item 5. The date or year (if date is not available) of birth of the applicant should be recorded here. Each applicant, unless he is an unskilled worker should be asked to produce, if he can, documentary evidence in support of his declaration of age. If the applicant produces satisfactory evidence, the endorsement "V" should be made against the date of birth recorded. If not, the endorsement "NV" should be made. These endorsements and subsequent changes, if any, should be initiated and dated by the registration clerk.

Note:- The above instructions in regard to verification of date of birth should be applied also to applicants registering for posts of peons in respect of which educational qualifications have laid down.

Item 6.-The letter 'M' stands for 'Married' 'W' for 'Widower' or 'Widow' and 'S' for 'Single'.

Item 7.-(a) (Recommended Occupation). – (a) This should be the occupation for which the applicant is in every respect suitable and qualified and for which he indicates preference. Ordinarily, an applicant should not be permitted to change the recommended occupation for which he has once indicated his preference, but in deserving cases when such a request is based on acquisition of additional work experience or training or a change of vocational preference, the recommended occupation may be changed provided

he is well qualified for the new trade. In such cases the applicant should be re-registered. Re-registration need not, however, be done when the change of occupation is only making the 'alternative occupation' already recorded on the Index Card the 'recommended occupation'. The Seniority of registration should in such cases count from the original date of registration/re-registration.

Note.- There is no objection to the registration of educated applicants such as Matriculates and above in unskilled occupations like peon, khalasi, labourer etc They may be allowed to change their trade for such jobs. The mere fact of an applicant being educationally more qualified than the minimum or basic requirements of a job should not in itself render him unsuitable or ineligible for registration in other trades.

Item 7 (b) (Alternative Occupations).- Any other occupation/s for which the applicant is considered suitable should be entered here. The number of alternative occupations recorded should not, however, exceed two or three. The actual upper limit will be laid down by each State Government. {See also Item 7(a) in this connection}.

Note:- In case the applicant does not wish to be considered for the employment in the occupation for which in view of the E.O. he is best qualified, that occupation should be entered in *red ink* against item 7(b).

Item 8 (Occupational Code).- The Occupational Classification Code in respect of the trade shown against item 7(a) should be entered here. This should be done with extreme care utilising the National Classification of Occupations.

Item 10 (Caste).-The caste to which the applicant belongs should be mentioned and in case of a Scheduled Caste/Tribe applicant his sub-caste/tribe should also be entered.

Item 13.-(General and Technical Educational Qualifications/Details of Apprenticeship Served) (a) Full details should be entered, including any special courses taken, examinations passed or apprenticeship served in chronological order. If the applicant claims to have qualified in a test or examination in respect of which the examining authority issues a certificate, degree or diploma, he should be asked to produce the certificate, degree or diploma. These should be checked by the officer concerned and the endorsement "Ch (checked).....(initials)" made against the relevant entries. If the applicant is unable to produce documentary proof that he has qualified in a test or examination such as has been described above, the qualifications should not be entered. In case an applicant is not able to produce the certificates, degrees or diplomas in original on the ground that they have been sent to a Public Service Commission or to any other employer, the Exchange should accept, for the time being, duly attested copies of the documents; the applicant should be advised to produce the originals at the Exchange at the earliest opportunity.

(b) In case of qualifications for which it is not the practice to issue certificates, diplomas, etc. production of documentary evidence should not be insisted

upon. The qualifications claimed by applicants should be entered on their Index Cards, however only after careful cross questioning.

- (c) In the case of Appointments Branch standard and other scientific and technological applicants, full details of degrees or diplomas, subject for special study, institutions from which qualified, etc. should be entered. The entry should be made in chronological order giving the dates when examinations were passed and the division/marks obtained.
- (d) Trade training courses attended and trade tests passed during service in the Armed Forces should be recorded when registering ex-service personnel.

Note:- Cases are not uncommon of applicants presenting at Exchanges false or faked certificates. When certificates, which appear to be false or faked or seem to contain fraudulent entries or unauthorised alterations are presented, the Exchange although it is not required to verify the genuineness of documents, should, in appropriate cases, where there is *prima facie* evidence of forgery or tempering with documents with a view to obtaining undue advantage in the matter of registration or submission, report the matter to the police. In such cases, the applicant should be registered or if he is already registered, the registration should be continued in the normal way. A record indicating the doubts or ascertainable facts pertaining to the certificate should be entered on X-1A. While submitting applicants who have presented forged certificates or indulged in similar malpractices, the recorded doubts/ascertained facts should be communicated to the employer in a confidential letter.

Item 14. (Physical Fitness):- Notable physical disabilities or infirmities affecting employability should be recorded in all cases. If the applicant specially desires to be considered for recruitment to the Armed forces, Police, Watch and Ward, etc. the height, weight and chest measurements should be noted and the power of spectacles, if used, recorded.

Item 15 (a) (Languages):- The letter 'R' indicates ability to read, 'S' to speak and 'w' to write. The language need not be entered in full but should be indicated by the use of abbreviations. In the case of applicants knowing more than one language, the mother tongue should be entered first. The use of a 'tick' mark and a 'cross' should be made for indicating respectively an affirmative and a negative entry under the columns 'R', 'S' and 'W'.

(b) The following standard abbreviations should be used in respect of the various languages:-

'A'	Assamese
'B'	Bengali
'E'	English
'G'	Gujarati
'GH'	Gurhwali
'GU'	Gurmukhi
'H'	Hindi
'K'	Kanarese

'M'	Marathi (in Marathi speaking areas)
'M'	Malayalam (in Malayalam speaking areas)
'O'	Oriya
'P'	Punjabi
'T'	Tamil
'TU'	Telgu
'U'	Urdu
'F'	French
'S'	Sanskrit

Any other abbreviations may be used in consultation with the State Director concerned provided usages are standardized within the State. If there is likelihood of confusion, as in the case of Marathi and Malayalam, the less common language can be written in full or by use of another abbreviation.

Item 16 (If Previously Registered.....):- This should be ascertained in every case. If he was previously registered at another Exchange and has now come within the jurisdiction of a new Exchange, the name of the Exchange and the applicants registration No. should be entered and that office should be requested to send his Index Card, if available, for insertion in the new Card after that scrutiny. Entry of name of Exchange and the old registration No. may be done, if felt useful also if the applicant was previously registered at the same Exchange

Item 17 (Minimum Salary Expected):- Minimum total emoluments acceptable to the applicant for employment in the Exchange area and in other areas (with or without such facilities as food, housing etc.) should be ascertained carefully. He should be informed of the current scales of pay applicable to the type of vacancy for which he is apparently suitable. This will help him to state the minimum, emoluments which he would accept. The applicant should be advised not to exaggerate his demands. It should be explained that he will not be submitted against vacancies carrying a lower scale of pay than the one he declares.

Item 18 (Whether Willing to Work Anywhere):- The applicant should be most carefully questioned to ascertain the degree of his mobility, i.e., whether he is willing to work only in a particular district in a state (in the case of a large city, whether willing to work only in any particular part of the city) or in any particular region or anywhere in India. If his willingness to move to another area is conditional on such factor as pay, accommodation, duration of the vacancy, the category of the vacancy (Government or private) etc., these limitations should be stated. This item is specially important in respect of Clearing Occupations. After the registration interview, identification tabs should be affixed to the cards of applicants registered in Clearing Occupations indicating on the tabs the degree of mobility in terms of the requirements of E.S.11.

Item 19 (Special Qualifications):- The degree of skill attained and other special qualifications of the applicant which may be of assistance in assessing his suitability

for employment should be carefully ascertained. For instance, in the case of an applicant belonging to the engineering industry, information on such points as to the machines and tools with which he is familiar, his ability to set up or organise work, etc., should be entered. In the case of clerical applicants, the type of work done e.g., filling, dispatching accounts, drafting, storekeeping, etc., will be useful, and should be ascertained and recorded. This should be done after reference to the standard classification of occupations.

Item 20 (Record of Employment):- (a) Full details of previous employment should be recorded in chronological order. Whether or not certificates are produced, whether the certificates were verified, reasons for termination of service, etc., should be recorded in the last sub-column ('Remarks'). If any adverse remarks have to be recorded this should be done on X-1A and an endorsement "Sec X-1A inside" made in the 'Remarks' column.

(b) The applicant should be asked to furnish copies of certificates from previous employers attested by Government gazetted officer and they should be filed inside the Index Card. While the responsibility for preparing copies of certificates should rest with the applicant, the Employment Officer may attest true copies if requested to do so. If the applicant does not know English or local language sufficiently well to prepare copies of certificates or cannot easily have them prepared, the Exchange need not insist on the applicant getting copies made. An entry 'Yes' should be made in the column headed 'Remarks' if the applicant furnishes or produces original certificates. When an applicant is unable to produce certificates from a previous employer, the name and address of the previous employer and details of employment should be recorded. The fact that on certificates from previous employers have been produced should be endorsed by means of any entry 'No.'

(c) When applicants with the minimum qualifications of graduate are unable to produce certificates from the previous employers, the employers concerned should be requested on form X-76 to confirm the service record claimed by the applicants. To indicate that such a reference has been made an entry "R.M" (Reference Made) should be made in the column headed 'Remarks'. On receipt of necessary information the entries "RM" and "No" should be deleted and employer's reply filed inside the Index Card. Where necessary, corrections should be made to relevant details under the record of employment.

This instruction does not apply to displaced persons in respect of any period of service prior to their coming over to India.

(d) In respect of ex-Service personnel, occupation before enrolment and the trade or employment while in the Forces should also be entered.

(e) Details of self-employment, if any, in respect of the applicants registered should also be recorded. In case of persons who were/are self-employed, the word 'self' should be noted under the column 'Employers', and the monthly earning should be noted in the column, 'pay on leaving'.

Item 20 A (Present Employment):- Details of Present Employment if any, of the applicant should be entered under this item.

Item 21-A (Insured under E.S.I.):- Applicants belonging to categories eligible for benefit under the Employees State Insurance Scheme should be asked at the time of registration whether or not they are insured under the Scheme. Whether or not the applicant is insured should be indicated by placing a 'tick; mark in the appropriate block. In respect of insured applicants, the Insurance No. information is regard to which can be obtained from the Identity Card issued to insured workers should also be recorded.

Note:- Exchange in whose areas the Scheme is in operation should record this information in respect of all applicants belonging to the appropriate categories. Exchanges situated in areas where the Scheme is not in operation need record the information only in respect of applicants who were insured while in employment in areas where the Scheme is in operation; in other cases recording of negative information is not necessary.

Item 22 (Signature or Thumb Impression):- The applicant when present at the Exchange should be asked to put his signature (in case of an illiterate applicant, thumb impression) signifying that the information recorded on the Index Card has been read over to/by him and that he certifies it to be true. Should an applicant refuse to sign or put his thumb impression, the details recorded should be read over to him and the text of the declaration amended to read: "The information recorded has been read over to the applicant." The E.O. should then initial. When postal registration is effected, this item should be completed whenever the applicant comes to the Exchange.

Item 27, 28, 29 and 30 :- The Space against these items numbers is intended to be utilised only when registering ex-Service personnel. Under 27 should be recorded the name of the Force (Army, Navy or Air Force) and the Unit or Branch of Service; under 28, the Rank; under 29, the Regimental or Service No. of the ex-Servicemen; and under 30, the 'date of enrolment' and the 'date of discharge.'