

PRIVATE PLACEMENT

Department of Employment, Haryana has setup Private Placement Cell (PPC) in the District Employment Office, 5th Floor, Mini Sectt., Gurgaon. Private placement services shall be provided by this Cell to the job seekers of the State as well as the employers free of any charges. Online services have been made available at 'www.haryanajobs.in'.

The following procedure is prescribed for registration of applicants, notification of vacancies and selection:

(i) **Registration of applicants:**

Any job seeker of the State can get himself / herself registered on-line by visiting the aforesaid website and clicking on 'Post Your Resume'. All the columns marked with red star are to be compulsorily filled up.

The applicants who are not in a position to get themselves registered on-line, shall fill up their details in the specimen form at Annexure 'A'. This form can also be downloaded from the website. Completed form shall be submitted in the Distt. / Divisional Employment Office concerned. Such applicants shall also present the relevant documents regarding age, qualifications, experience etc. before the In-charge of such office who shall return the original documents after verification. The concerned officer shall cause to post the details of the applicant on the website, create an e-mail ID of the applicant and shall apprise the applicant of his / her e-mail ID.

In case of on-line registration, the In-charge of the PPC shall confirm the details relating to age, qualifications and experience on telephone and in case of any discrepancy or incomplete details, shall cancel the registration.

(ii) **For employers:**

An employer willing to avail of private placement services on-line shall access the website and click on 'Post the Vacancy'. The names of candidates matching their requirements shall appear on the screen and the employer shall select the names of the candidates and intimate the same to the In-charge of the PPC, who shall contact the selected candidates and direct them to report at a time and place fixed by the employer.

In case, any employer wants the short listing/ selection by the In-charge of the PPC, he/ she shall make such a request to the In-charge of the PPC. The In-charge of PPC shall devise a criteria based on merit and short list/ select candidates for the employer.

An employer who is not in a position to make use of the services on line, he/ she shall approach the In-charge of the PPC, either personally or telephonically or in writing with all the required details and rest of the procedure shall be the same as in the case of on-line notification of vacancies. The In-charge of the PPC shall find out the details of the selection made by the employer in order to prepare a record of placements.

(iii) **Periodic returns:**

The In-charge of the PPC shall maintain complete records of the registration, notification of vacancies and selection in the prescribed proforma (copy enclosed) and shall send a monthly report to the Head Office within seven days of the close of the month.

For any further information, In-charge of the PPC or any Employment Exchange in the State, may be contacted.

All suggestions and queries shall be welcome.