

**Information under Section – 4 (1) of Right to Information Act – 2005**

4. (1) (a) Nothing to Report

- (b) (i) Name of the Office : District Employment Exchange,  
Gajapati, Paralakhemundi.
- Controlling Office : Directorate of Employment,  
Orissa, Bhubaneswar.
- Functions & Duties : Registration, Submission, Collection of ER-I  
Return under Employment Exchange (Compulsory  
Notification of Vacancies) Act – 1959 and other  
Regular duties.

(ii) Execution of functions of this office :

(iii) The District Employment Officer has discretionary powers to take decision on administrative as well as procedural functioning of this office.

(iv) The norms of functions are set by Labour & Employment Department, Govt. of Orissa and the Director of Employment, Orissa, Bhubaneswar vide executive Instructions and resolutions, etc.

(v) Registration of candidates is being done as per instructions communicated vide letter No.6868/LE of 1988 in Labour & Employment Department, Govt. of Orissa. Employment Market Information is collected and supervised vide Employment Exchange (C.N.V.) Act – 1959 & Rule – 1960.

Submission of names of candidates against vacancies notified is followed by Executive instructions issued from time to time by the Director of Employment, Orissa, Bhubaneswar.

The National Employment Service (N.E.S.) Manual is the guiding manual for execution of duties relating to Employment Exchanges.

(vi) Live-Register of candidates  
Notification of Vacancies Register (X-64)  
Record of Registration (X-63)  
Employers Register  
Vocational Guidance Records  
Routine Registers

(vii) A District Level Committee on Employment and Vocational Guidance has been formulated under the Chairmanship of the Collector, Gajapati and taking prominent personalities from different spheres as members to advise and suggest on various aspects of functioning of District Employment Exchange, Gajapati.

- (viii) A District Level Committee on Employment and Vocational Guidance has been formulated under the Chairmanship of the Collector, Gajapati and taking prominent personalities from different spheres as members to advise and suggest on various aspects of functioning of District Employment Exchange, Gajapati. However, such meetings are not open to public nor minutes of the meeting are also not accessible to public.
- (ix) 1. Sri Harihar Patra, District Employment Officer  
2. Sri Santosh Kumar Mishra, Head Clerk  
3. Smt. Indira Mallik, Sr. Clerk  
4. Smt. Bhubaneswari Sahu, Junior Clerk  
5. Sri Anil Sabar, P.C.C.  
6. Sri Abhimanyu Sabar, P.C.C.
- (x) District Employment Officer - Rs.18,801/-  
Head Clerk - Rs.12,481/-  
Sr. Clerk - Rs.8,400/-  
Junior Clerk - Rs.6,405/-  
P.C.C. - Rs.6,343/-  
P.C.C. - Rs.7,025/-
- (xi) Nothing to Report
- (xii) Nothing to Report
- (xiii) Nothing to Report
- (xiv) No information is being maintained in electronic form
- (xv) Facilities to obtain information on registration, vacancies are open to public and as per provision provided under Right to Information Act – 2005. No library/reading facilities are available.
- (xvi) Sri Harihar Patra, District Employment Officer, Gajapati, Paralakhemundi
- (xvii) Govt. of Orissa through the State Employment Policy, 2005 intends to bring synergy in different development sectors in terms of creation of self employment opportunities.

### **Objectives of Employment Mission**

The main objectives of this Mission shall be as follows :

- a. To facilitate generation of adequate employment opportunities through a policy framework.
- b. To recommend and initiate bold steps for infrastructure development which will open up avenues for self employment and create a conducive atmosphere for sustainable wage employment.

- c. To act as a catalyst in opening of marketing opportunities for commodities and goods produced in the state.
- d. To mount special drive for creation of self employment opportunities particularly in agriculture and allied sectors and small scale industries, handicraft and cottage industries and in the IT Sectors.
- e. To encourage and facilitate training of young entrepreneurs on development of small scale and cottage industries.
- f. To monitor generation of employment in different sectors and programmes.
- g. To facilitate launching of training programmes for both uneducated and educated unemployed persons for upgradation of their skill.
- h. To formulate area and trade specific strategies for maximizing employment opportunities on a sustainable basis in the state supported and private sectors.
- i. To facilitate proactively substantial wage employment for various development activities with special emphasis on creation of community and individual assets. Sectors like forestry, water shed development, rural communication, horticulture and land development among others will receive priority.
- j. To facilitate a coordinated approach in achieving the above objectives through convergence of various on going schemes for maximizing the benefits over time and space and in reaching out the most needy.

Under employment Mission different activities are implemented by the Dist. Employment Exchange, Gajapati through the District Administration.

#### **ATMA Nizukti Paramarsha Mela (Self Employment Counselling Camp)**

In the year 2006 Atma Nizukti Paramarsha Melas were conducted in the Block Head Quarters by the Dist. Employment Exchange through the Dist. Administration. The main objective of the melas were to provide self employment, financial assistance and skill-up gradation of unemployed youths. Officers of different lines departments participated in the mela and counseled the unemployed youths in their respective departments and advised for skillup gradation programme and bank finance. A total number 3259 of candidates were counseled in the mela in the seven blocks of the district.

Similarly in the year 2007-08 the same melas were organized in the Block Head Quarters and a total number of 695 unemployed youths were given counseling by the officers of different line departments.

A special ATMA Nizukti Paramarsha Mela was also organized for the differently abled persons (DAP) in the Block Head Quarters of the Dist. under the supervision of Dist. Administration. Chief Dist. Medical Officer, Dist. Social Welfare Officer, Thasildar, RTO and other line Department Officers participated in the Mela in the single window system where the handicapped persons were provided handicapped certificates. Bus pass and self employment counseling and bank financial assistance. A total number 163 candidates were provided self employment counseling.

### **Pre-recruitment Training**

A pre-recruitment training camp was also organized in the month of December 2007 to January 2008. Prior to that a screening camp was conducted in the Gajapati Stadium. Near about 400 candidates had gathered in the screening camp and out of them only 50 candidates were selected for pre-recruitment training, as per the guidelines provided by State Employment Mission.

### **Skill upgradation Programme**

There are two ITC located in Gajapati District. The Director of Technical Education and Training has allotted 140 number of seats to this Dist. out of which only 80 number of candidates are now under going training for six months under the programme. This programme has started from 1.10.07 and will end in 31.3.08.

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*District Employment Officer,  
Gajapati, Paralakhemundi.*