

## **Employment Registration & Vacancies Notification Division**

- 1 Web Based- Electronic Employment Exchange Management.
- 2 Statutory work relating to Employment including statutory return such as ER-I, ER-II, DPER-I, DPER-I
- 3 State Bureau of Employment Generation & Training.
  - Web Based-Electronic Employment Exchange Management
  - Statutory work relating to Employment Including statutory returns such as ER-I, ER-II,DPER-I,DPER-II.
  - Employment Market Intelligence (EMI) Unit,
  - State level Enforcement Unit (For CNV Act 1959)
  - Special Employment Exchange for Physically Handicapped will be shifted from Ludhiana to State HQ as part of State Bureau.
  - Every University, deemed university, selected institution to be declared as an employment exchange in their respective areas with their own staff.
  - State Bureau will be the Data centre & coordinate the web enablement of all employment exchanges and all the procedural modes to be changed to adopt the electronic media.
  - Maintain State level electronic database of all the manpower profile
  - Provide the lists of candidates for placements to various recruitment agencies
  - Presently manual handling of employment cards at 47 exchanges.

### **District Bureau of Employment and Training including**

- **Employment Registration Services through District and Sub-Division level Suwidha**
- **Also through all Common Service Centres Kiosks at village/town level.**

## Staff

- 1 Smt. Rupinder Kaur, Employment Officer (General)
- 2 Smt. Kamla Joshi, Senior Assistant Unemployment Allowance,  
Inspections, Procedure,  
PWD..
- 3 Sh. Harcharan Singh, Jr.Asstt. E.M.I. Branch
- 4 Smt. Sunita Kumari,Jr.Asstt. Enforcement and  
Administrative Report.
- 5 Sh. Gurpreet Singh, Jr.Asstt. 2<sup>nd</sup> Half E.M.I. Branch.

## **Vocational Training & Employment Mission- A Techno-Academic Function**

- Identification and fine tuning of VET courses as per market requirements
- New course Designs & Approvals
- Prescribe norms for vocational education and training programmes
- Facilitate delivery through existing institutions on Public-Private-Partnership basis
- Examination and certification of training and skills
- Soft skills development –communication, English, IT skills and customer care skills
- Entrepreneurship development programmes
- Designate one institution in every district as Vocational & IT College.

### **Staff**

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|---|---|--|
| 1 | Sh. Jatinder ;Kumar Sareen, Deputy Director |  |
| 2 | Smt. Rajni, Employment Officer (V.G)        |  |
| 3 | Sh. Ashok Kumar, Jr. Asstt..                | All work relating to<br>V.T.E.M. Branch. |

- Survey, identification and assessment of unemployed Punjab Youth
- Job profiles-India & Abroad
- Identify-skill requirements
- Assessment of Skill & competency gaps
- Vocational Guidance and Counselling
- Liaison/interface with employers, corporate, business, industry and services sector for the job placements of trained youth.
- Organize job festivals, job melas, seminars, conferences etc. for job placements
- Tie-ups with job portals, placement & recruitment agencies, HR consultants for placements.

## **Staff**

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|---|---|--|
| 1 | Sh.Jatinder Kumar Sareen, Deputy Director       |  |
| 2 | Smt. Harbans Lal Sharma, Employment Officer (G) |  |
| 3 | Sh. Surinder Kumar Gautam, Senior Assistant.    | All work relating to<br>V.G. and<br>Employment<br>Generation |
| 4 | Sh. Jarman Singh, Jr. Asstt.                    | P.P.S.D. Branch.   |

## **Foreign Employment and training Bureau**

- Punjab State Council for Employment Generation & Training
- Coordinate with MOIA, NRI Affairs, MEA, CMO, Embassies etc. for Foreign Employment.
- To act as a Recruiting Agent with proper license from Government of India.
- Liaison with foreign manpower ministries and employers
- Vocational training & certification as per international standards and
- Foreign language training
- Emigration guidance and help. Check on the activities of unregistered agents.
- Pre-Departure cum orientation programme
- Involvement & association of NRIs

## **Staff**

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|---|--|------------------------|
| 1 | Smt. Parminder Sharma, Distt. Employment Generation & Training Officer.                        |                        |
| 2 | Sh. Surinder Mohan, Employment Generation & Training Officer<br>Smt. Anita, Clerk, Directorate | F.E.T.B. Branch.       |
| 4 | Sh. Narinder Singh, Computer Operator (Contract basis).  |                        |
| 5 | Sh. Balbir Singh, Proof Reader   | CSC Work and FETB work |

## **Administrative, Finance & Facilitation Services Division**

### **Functions**

- 1 Establishment
- 2 Budget
- 3 Facilitation Services

### **Staff**

**Sh. Malkit Singh, Deputy Director (Establishment)**

**S. Balbir Singh, Employment Generation & Training Officer (G)**

- |   |                                 |   |
|---|---------------------------------|---|
| 1 | Smt.Lata Rani,<br>Senior Asstt. | All work relating to Group A & B<br>Establishment.  |
| 2 | Smt. Shanti Devi, Sr.Asstt.     | All work relating to Group-C<br>establishment.  |
| 3 | Sh. Swaranjeet, Jr.Asstt.       | All work relating to Group-D<br>Establishment and All work relating to<br>RTI.  |
| 4 | Miss Rajwant Kaur, Jr.Asstt.    | Record keeper A & B Group, All work<br>relating to casual leave of officers &<br>employees. Circulation of all circulars. |
| 5 | Sh. Makhan Singh,Jr.Asstt.      | All work relating to Court cases, Vidhan<br>Sabha, Lok Sabha, Rajya Sabha<br>questions including assurance..              |
| 6 | Sh.Gagandeep Singh, Jr.Asstt.   | Despatch Clerk and Record Group-C.  |
| 7 | Sh. Randhir Singh, Stenotypist. | All work of typing Admn. Branch<br>Group A & B, Court cases and VTEM<br>Branch.   |
| 8 | Smt. Baljeet Kaur, Stenotypist. | All work of typing Admn. Branch<br>Group C & D. Attached with DD(Admn)  |
| 9 | Sh. Ravinder Kumar, Jr.Asstt.   | Attached with D.E.G.T.  |

10	Sh. Mehar Chand, Sr.Asstt.	Attached with P.S.E.G.T.
11	Sh. Bhagirath Ram,Restorer.	Diary Clerk.
12	Sh. Sandeep Singh, Jr.Asstt.	PBX
10	Sh. Jagat Ram, Machineman	Photostat.

## **Budget Branch**

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|---|--|---|
| 1 | Sh. Jatinder Kumar Sareen,<br>Deputy Director.                         |   |
| 2 | Smt. Meenakshi Sharma,<br>Employment Generation &<br>Training Officer. | All work as D.D.O. Budget &<br>Planning GPF and GIS   |
| 3 | Smt. Rajni,<br>Employment Generation &<br>Training Officer.            | Plan  |
| 4 | Smt. Gurmeet Kaur, Supdt..<br>(B-1)                                    | All work relating to Budget &<br>Planning, Audit & Pre audit,<br>T.A. Bill & Tour programmes.                                 |
| 5 | Sh. Harish Chander, Sr. Asstt.<br>Plan/Non Plan.                       | All work relating to Budget   |
| 6 | Sh. Amar Singh, Sr. Asstt.<br>B-II)                                    | All work relating to Financial<br>Sanctions, Buildings, Medical<br>Bills, Advance & Loans.                                    |
| 7 | Sh. Jatinder Kumar, Jr. Asstt.   | All work relating to GPF & GIS.   |
| 8 | Sh. Gurpreet Singh, Jr. Asstt.   | All work relating to Pay Bills &<br>other Bills of the staff.<br>Contingency, TA Bills, Cashier of<br>the Directorate, Store. |

### **Note**

- 1 All files relating to Administration Branch would be put up to Deputy Director through Employment Officer
- 2 All files relating to Budget Branch would be put up to Joint Director (Through DDO)

## **Duties of Class-IV Employees**

1	Sh. Hoshiar Singh, Peon	Budget Branch.
2	Sh. Sanjay Kumar, Peon	With Deputy Director Vocational Training and Employment Mission- A Techno-Academic Function.
3	Sh. Sohan Singh, Peon	With E.O. P.P.S.D.
4	Sh. Uttam Chand, Peon.	Bill Clerk
5	Sh. Jagir Singh, Peon	With D.D.(Admn.)
6	Smt. Jaswinder Kaur, Peon.	With EGTO (Admn.)
7	Sh. Vir Singh, Peon	Dak Duty.
8	Sh. Ram Charan, Peon	Deputy Director Foreign Bureau.
9	Sh. Anand Sarup, Peon	Attached with Dispatch Clerk.
10	Sh. Karam Chand, Peon-1	With Secretary Employment Generation and Training.
11	Sh. Ram Rahesh, Peon	With Director Employment
12	Sh. Arun Kumar, Peon	With Director Employment Generation and Training. Generation and Training.
13	Sh. Mukesh Kumar, Peon.	With DDO
14	Sh. Ajay Kumar, Peon	With E.GTO(ERVND)
15	Sh. Randhir Singh, Chowkidar	At Directorate.
16	Sh. Ramu, Sweeper.	At Directorate.
17	Sh. Ajad, Sweeper-cum-Chowkidar	Admn. Branch.
18	Sh. Sukhwinder Singh, Peon	Files for Director.

## Duties of Junior Scale Stenographers & Stenotypists

Sr.	Name of the officer	J.S.S./Stenotypist	Remarks
1	Addl. Director Employment	Sh. Randhir Singh, Stenotypist.	
2	Joint Director Employment	Sh. Parminder Singh, Jr.S.Stenographer.	With Type work of Budget Branch.
3	Deputy Director State Bureau-Employment Registration and Vacancy Notification Division.	Smt. Tejinder Kaur, Stenotypist.	With type work of attached branch.
4	Deputy Director Employment- Employment Generation Policy Placing and Strategy.	Sh. Pritam Dass, Jr.S. Stenographer	With type work of Group A & B Admn.
5	Deputy Director (Admn.)	Smt. Baljit Kaur, Stenotypist.	With type work of Group C & D
6	Deputy Director Vocational Training and Employment Mission- A Techno -Academic Function.	Sh. Shamsher Singh, Jr.S.Stenographer.	With type work of attached Branches.
7	Deputy Director Foreign Bureau	Smt. Parmjit Kaur, Steno, State Employment Exchange, Mohali Miss. Gursharnjit Kaur, Computer Operator.	½ day duty