



GOVERNMENT OF RAJASTHAN  
DIRECTORATE OF EMPLOYMENT  
DARBAR SCHOOL CAMPUS, GOPINATH MARG, JAIPUR

DEPARTMENTAL MANUALS  
UNDER  
Sub Section (1)(b) of Section 4 of  
RIGHT TO INFORMATION ACT, 2005.

Published by :

DIRECTORATE OF EMPLOYMENT  
DARBAR SCHOOL CAMPUS, GOPINATH MARG, JAIPUR

Government of Rajasthan  
Department of Employment, Darbar School Campus, Gopi Nath Marg,  
Jaipur.

**RIGHT TO INFORMATION ACT, 2005**

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**Manuals of the Department of Employment as laid down by clause  
4(1)(b) of the Right To Information Act, 2005**

**Chapter I**

SECTION 4(1)(b)(i)

**1- Particulars of the organization, functions and duties**

The Department of Employment was established in 1956 at the Central Govt. level under the ILO Convention 88. Later on, the employment services were transferred to the respective State Governments and since then, the Department of Employment has been catering to the needs of the job seekers through various activities and schemes.

The Department in Rajasthan is performing its functions through its 50 Employment Exchanges spread over all districts of Rajasthan which includes District Employment Exchanges at all the 32 district headquarters. At the Head Office level, the Director acts as the Head of Department who administers, supervise & controls the activities of the Department. At the District level Employment offices Assistant Director/District Employment Officer heads the office. His functions & duties include supervision, performing the duties assigned to him and monitor the activities of the office. Besides, four Special Employment Exchanges for the Physically Handicapped, Four Sub-Employment Exchange in tribal areas, Special Employment Exchanges for Women and Professional and Executive are also functioning.

The main functions and duties of the Department are as follows:

1. Registration of job seekers.
2. Submission of candidates against the vacancies notified by the various employers.
3. Imparting Vocational Guidance to the job seekers.
4. Collection, compilation and dissemination of Employment Market Information.
5. Conducting research and surveys in the field of employment market and job creation.
6. Self-Employment and job development programme.

## **Chapter II**

SECTION 4(1)(b)(ii)

### **2- The powers and duties of its officers and employees**

Powers and duties have been enumerated and published in National Employment Services Manual Part I & II, various E.E. minutes and Compendium which have been published by Directorate General of Employment & Training, GOI and various orders and circulars issued by the Govt. of Rajasthan which have already been compiled and published. The Head of office is responsible for performing the duties assigned to him in various manuals and other instructions mentioned above. The clerical staff is responsible for performing the duties assigned through manuals and other instructions issued from time to time and guarding the office records.

## **Chapter III**

SECTION 4(1)(b)(iii)

### **3. The procedure followed in the decision making process, including channels of supervision and accountability**

The Directorate at the Head Office level under the Director is responsible for supervision, issuing instructions & guidelines and monitor the activities of the various field offices. The district level office is headed by Assistant Director/District Employment Officer who is responsible for taking decision regarding the duties and functions assigned to him and is responsible and accountable to the Head of the Department, Director.

**Chapter IV**

SECTION 4(1)(b)(iv)

**4- The norms set by it for the discharge of its functions**

The norms have been set by a set of various manuals and instructions issued by the appropriate authority from time to time. These are enumerated in National Employment Services manual Part I & II, various E.E. minutes and compendium which have been published by Directorate General of Employment & Training, GOI and various orders and circulars issued by the Govt. of Rajasthan which have already been compiled and published.

**Chapter V**

SECTION 4(1)(b)(v)

**5- The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

The list of the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions are as follows:

1. National Employment Services Manual Part I & II.
2. Employment Exchanges (Notification of Vacancies) Act, 1959 and rules, 1969.
3. E.E. minutes issued by Govt. of India.
4. Various instructions issued by Govt. of India and State Govt. from time to time.
5. Compendium of instructions and Employment Exchanges minutes.
6. National Industrial classification of occupational cod Book.
7. National Classification of Occupations Book

**Chapter VI**

SECTION 4(1)(b)(vi)

**6- A statement of the categories of documents that are held by it or under its control**

1. Live register of employment seekers
2. Vacancies book (X-64)
3. Employers' register under CNV Act.
4. Registration Record of Candidates (X-63)

**Chapter VII**

SECTION 4(1)(b)(vii)

**7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof**

Policy formulation and administrative measures are decided at the Government of India level in National Working Council for Employment Services. Arrangement for consultation with or representation by the members of the public in relation to the formulation of its policy for administration thereof rests with the Director of Employment at State level and officer of office in charge at district level.

**Chapter VIII**

SECTION 4(1)(b)(viii)

**8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public**

One committee known as District Manpower Planning and Employment Generation Council has been constituted at district levels under the chairmanship of District Collectors member of which include govt. officials, public representatives and other distinguished experts in the field.

**Chapter IX**

## SECTION 4(1)(b)(ix)

**9 A directory of its officers and employees**

S.No.	Name of officer	Name of Office	STD	Tel.No. Office
1.	Shri Gaurav Goyal IAS	Director Employment	0141	2373675
2.	Shri. Rajendra Vyas, AD.(Addl) Raj.Rojgar Sandesh, Jaipur	Jt.Director, Self Emp.& Job Dev., Jaipur	0141	2362661
3.	Smt.Meena Sharma, A.D.(Against)	Dy.Director (Admn), Directorate, Jaipur	0141	2368850
4.	Shri M.L. Vijavargiya AD.(Addl)	Dy.Director (EP), Directorate, Jaipur	0141	2368850
5.	Shri M.L. Vijavargiya AD	A.D(E.S)Directorate,Jaipur	0141	2368850
6.	Shri Sarvesh Vyas, AD	A.D. (Training), Directorate, Jaipur	0141	2368850
7.	Shri Dulichand Jat, D.E.O. (Against)	A.D. (EMI), Directorate, Jaipur	0141	2368850
8.	Shri Praveen Mathur-II AD	A.D (V.G.), Directorate, Jaipur	0141	2368850
9.	Shri R.C. Mehta. AO(Against)	A.O., Directorate, Jaipur	0141	2368850 2377428
10.	Shri Vikram Singh	Analyst-Cum- Programmer(DD)	0141	2368850
11.	Shri Mukesh Kumar Verma	Programmer	0141	2368850
12.	Shri Kamlesh Thanvi, DEO	DEO (Enforcement) Directorate, Jaipur	0141	2368850
13.	Shri C.B. Agrwal DEO. (Against) Smt. Shashi Kanta Jain, D.E.O.	Sub-Reginal Emp.Ex., Ajmer	0145	2432903
14.	Shri Mahendra Singh Rathora D.E.O.	V.G.Unit, Ajmer	0145	2633890
15.	Smt. Tripti Joshi, DEO	District Emp.Ex.Alwar	0144	2348070
16.	Shri Dhanpat Singh Rao, DEO(Addl.)	Distt. Emp. Ex., Banswara	02962	243723
17.	Shri Dhanpat Singh Rao, DEO(Addl.)	C.G.C., Banswara	02962	243723
18.	Shri Praveen Mathur-I AD (Addl.)	Distt. Emp. Exchange, Baran	07453	237063
19.	Shri Mukesh Guarjar, DEO (Addl.)	Distt. Emp. Exchange, Barmer	02982	220614
20.	Shri Masroor Ahmad DEO	Distt. Emp.Ex. Bharatpur	05644	223478
21.	Shri T.S. Rathore, DEO	Gramin Emp.Ex.Beawar (Ajmer)	01462	255566
22.	Shri Mahendra Singh Rathor D.E.O.(Addl.)	Distt. Emp.Ex, Bhilwara	01482	232628
23.	Shri Vivek Goswami DEO(addl)	Sub-Regional Emp.Ex.,Bikaner	0151	2226721
24.	Shri Rajkumar Meena DEO(Addl.)	Distt. Emp. Ex., Bundi	0747	2443112
25.	Shri Alok Shukla, DEO	Distt. Emp. Ex, Chittorgarh	01472	241053
26.	Shri Chain Singh Shekhawat,DEO(Addl.)	Distt. Emp. Ex., Churu	01562	252021
27.	Shri Hari Ram Bargujar, DEO	Distt. Emp. Ex., Dausa	01427	224044

28.	Shri Dharamveer Pachori DEO	Distt. Emp. Ex., Dholpur	05642	220804
29.	Shri Dhanpat Singh Rao, DEO (Addl)	Distt. Emp. Ex., Dungarpur	02964	232714
30.	Shri Mahesh Sharma, AD Shri M.L.Tanwar, DEO Shri. J.P. Mishra, DEO Shri Vivek Goswami DEO	A.D., Sub-Regional Emp.Ex, Jaipur	0141	2617750
31.	Shri Bhura Ram Godara DEO (Addl.)	Distt. Emp. Ex., Jaisalmer	02992	252512
32.	Shri Anand Kumar Suthar DEO (Addl.)	Distt. Emp. Ex., Jalore	02973	223761
33.	Shri Praveen Mathur-I AD (Addl.)	Distt. Emp. Ex., Jhalawar	07432	232318
34.	Smt. Deepika Chundawat, DEO	Sub-Regional Emp.Ex, Jhunjhunu	01592	232631
35.	Shri Mukesh Guarjar, DEO (Addl.)	Sub-Regional Emp.Ex., Jodhpur	0291	2544041
36.	Shri Praveen Mathur-I AD	AD Sub-Regional Emp.Ex., Kota	0744	2323132
37.	Shri Bhura Ram Godara, DEO	Distt. Emp. Ex, Nagour	01582	240882
38.	Shri Pira Ram Nagora, DEO	Distt. Emp. Ex., Pali	02932	220404
39.	Shri Raghvendra Singh, DEO	Distt. Emp. Ex., Rajsamand	02952	250526
40.	Shri G.P. Verma DEO	Distt. Emp. Ex., S.Mahopur	07462	220332
41.	Sh. Chain Singh Shekhawat, DEO	Distt. Emp. Ex., Sikar	01572	245112
42.	Shri Anand Kumar Suthar DEO	Distt. Emp. Ex., Sirohi	02972	224142
43.	Shri M.L.Tanwar, DEO (Addl)	Sub-Reg. Emp. Ex Shriganganagar	0154	2452837
44.	Shri Rajkumar Meena, DEO	Distt. Emp. Ex., Tonk	01432	248037
45.	Shri Prema Ram, AD Sh. Dhanpat Singh Rao, DEO	Sub-Regional Emp.Ex., Udaipur	0294	2431927
46.	Shri. J.P. Mishra, DEO (Addl)	Distt. Emp. Ex., Hanumangarh	01552	261650
47.	Shri V.D. Gupta AD	P&E Unit, Jaipur	0141	2708888
48.	Shri Shivpal Singh Rathro ,DEO	Spl. Emp. Ex. for PHP, Jaipur	0141	2705533
49.	Shri D.P. Meena ,DEO (Addl.)	UEB, Jaipur	0141	2710106
50.	Shri Mukesh Guarjar, DEO	UEB, Jodhpur	0291	2511966
51.	Shri Dhanpat Singh Rao, DEO (Addl.)	UEB, Udaipur	0294	2413955
52.	Shri. Rajendra Vyas, AD	Raj.Rojgar Sandesh, Jaipur	0141	2368398
53.	Smt. Farzana Azad, AD	Mahila Emp. Ex ,Jaipur	0141	2709406
54.	Shri Jagdish Narayan Nirwan, D.E.O.	Distt. Emp. Ex., Karoli	07464	251436
55.	Shri Shyam lal Satoliya , DEO	Sub-Emp.Ex., Bhiwari (Alwar)	01493	220082
56.	Shri Vivek Goswami DEO (Addl)	UEB, Bikaner	0151	2250332
57.	Shri Alok Shukla DEO (Addl.)	Distt. Emp. Ex. Pratap Garh	-	-
58.	Shri Dhanpat Singh Rao, DEO (Addl.)	Sub-Emp. Ex. Kushalgarh (Banswara)	--	--
59.	Shri Alok Sukla, DEO (Addl.)	Sub-Emp. Ex. Rawat Bhata (Chittorgarh)	--	--
60.	Shri Dhanpat Singh Rao, DEO (Addl.)	Sub-Emp. Ex. Sangwara (Dungarpur)	02966	253200
61.	SREO	CGC Jaipur (Central Government)	0141	2618775



10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations upto 5-3-2014

<b>S. No.</b>	<b>Name of Post</b>	<b>No. of Posts</b>	<b>Pay Scale</b>
1.	निदेशक	1	PB-4 37400-67000 GP 22 8700
2.	संयुक्त निदेशक	1	PB-3 15600-39100 GP 19 7200
3.	उप निदेशक	2	PB-3 15600-39100 GP 17 6600
4.	एनेलिस्ट कम प्रोग्रामर	1	PB-3 15600-39100 GP 17 6600
5.	सहायक निदेशक	13	PB-3 15600-39100 GP 15 5400
6.	लेखाधिकारी	1	PB-3 15600-39100 GP 15 5400
7.	सहायक लेखाधिकारी	1	
8.	जिला रोजगार अधिकारी	44	PB-2 9300-34800 GP 14 4800
9.	प्रोग्रामर	1	PB-2 9300-34800 GP 14 4800
10.	निजी सहायक	1	PB-2 9300-34800 GP 12 4200
11.	कार्यालय अधीक्षक	1	PB-2 9300-34800 GP 12 4200
12.	लेखाकार	1	PB-2 9300-34800 GP 12 4200
13.	सांख्यिकी सहायक	1	PB-2 9300-34800 GP 12 4200
14.	कनिष्ठ रोजगार अधिकारी	19	PB-2 9300-34800 GP 11 3600
15.	कार्यालय सहायक / रोजगार सहायक	13	PB-2 9300-34800 GP 11 3600
16.	क.लेखाकार	4	PB-2 9300-34800 GP 11 3600
17.	वरि.कलाकार	1	PB-1 9300-34800 GP 11 3600
18.	वरिष्ठ लिपिक	66	PB-2 9300-34800 GP 10 2800
19.	संगणक	1	PB-1 5200-20200 GP 10 2800
20.	अनुदेशक	2	PB-1 5200-20200 GP 10 2800
21.	कलाकार	1	PB-1 5200-20200 GP 9 2400
22.	कनि.लिपिक	152	PB-1 5200-20200 GP 9 2400
23.	प्रूफ रीडर	1	PB-1 5200-20200 GP 9 2400
24.	सूचना सहायक	7	PB-1 5200-20200 GP 9 2400
25.	वाहन चालक	8	PB-1 5200-20200 GP 9 2400
26.	च.श्रे.कर्मचारी	72	IS 4750-7440 GP 2 1700
	<b>Total</b>	<b>416</b>	

**Chapter XI****SECTION 4(1)(b)(xi)**

Budget allocated to cash of its agency, including the particulars of all plans, proposed expenditure and reports on reports on disbursements made

Directorate of Employment, Rajasthan, Jaipur

TOTAL BUDGET OUTLAY(R.E.) FOR PLAN 2013-14 IS 1000.00 LACS DETAILS ARE AS UNDER

Budget Head

2230	Labour & Employment
02	Employment Services

Sub Head	(Rs. In lacs)
	Provision(R.E.) 2013-14
101- Employment services (01)- General Office 06- Purchase of Vehicles 30- Festivals & Exhibitions	0.01 84.00
789- SCSP Component Plan (01)- General Office 30- Festivals & Exhibitions	20.50
796- Tribal Area Sub-plan (01)- General Office 30- Festivals & Exhibitions	15.50
789- SCSP Component Plan (03)- Eklavya Yojna 29- Training, Visits & Seminars/Conference Expenditure	0.01
796- Tribal Area Sub-plan (03)- Eklavya Yojna 29- Training, Visits & Seminars/Conference Expenditure	0.01
789- SCSP Component Plan (04)-Akshat Kaushal Yojna 28- Sundry Exp.	2.00
796- Tribal Area Sub-plan (04)-Akshat Kaushal Yojna 28- Sundry Exp.	1.50
800- Other Exp. (07)- Akshat Kaushal Yojna 28- Sundry Exp.	6.50
789- SCSP Component Plan (05)- Rajasthan Unemployment Allowance Scheme-2012 [01]- Unemployment Allowance 28- Sundry Exp.	211.40
789- SCSP Component Plan (05)- Rajasthan Unemployment Allowance Scheme 2012 [02]- Yojna Kriyanvan 05- Office Exp.	0.60
796- Tribal Area Sub-plan (05)- Rajasthan Unemployment Allowance Scheme 2012 [01]- Unemployment Allowance	

28- Sundry Exp.	126.71
796- Tribal Area Sub-plan (05)- Rajasthan Unemployment Allowance Scheme 2012 [02]- Yojna Kriyanvayan 05- Office Exp.	0.49
800- Other Exp. (09)- Rajasthan Unemployment Allowance Scheme-2012 [01]- Unemployment Allowance 28- Sundry Exp.	505.68
800- Other Exp. (09)- Rajasthan Unemployment Allowance Scheme-2012 [02]- Yojna Kriyanvayan 05- Office Exp.	2.90
800- Other Exp. 08- Chief Minister Urban Employment Scheme 12- Subsidiary Grant in Aid 28- Sundry Exp. 29- Training, Visits & Seminars/Conference Expenditure 91- Subsidies	0.01 0.01 0.01 0.01
4059- Capital Outlay on Public Works 80- General 051- Construction (26)- General Building (Employment Office) 17- Major Construction Work	22.15
<b>Grand Total</b>	<b>1000.00</b>

**The Summarised Position is as Under**

**(Rs. In Lacs)**

<b>Scheme &amp; Head</b>	<b>Plan R.E. 2013-14</b>
Rojgar Mela (General) 2230-02-101-(01)	84.01
Akshat Kaushal Yojna (General) 2230-02-800-(07)	6.50
Rajasthan Unemployment Allowance Scheme-2012 (General) 2230-02-800-(09)	508.58
Rojgar Mela (SCSP) 2230-02-789-(01)	20.50
Akshat Kaushal Yojna (SCSP) 2230-02-789-(04)	2.00
Rajasthan Unemployment Allowance Scheme 2012 (SCSP) 2230-02-789-(05)	212.00
Eklavya Yojna (SCSP) 2230-02-789-(03)	0.01
Rojgar Mela (TSP) 2230-02-796-(01)	15.50
Akshat Kaushal Yojna (TSP) 2230-02-796-(04)	1.50
Rajasthan Unemployment Allowance Scheme 2012 (TSP) 2230-02-796-(05)	127.20
Eklavya Yojna (TSP) 2230-02-796-(03)	0.01
Chief Minister Urban Employment Scheme 2230-02-800-(08)	0.04
Capital Outlay on Public Works (Rojgar Office Building) 4059-80-051-(26)	22.15
<b>Total</b>	<b>1000.00</b>

**FINANCIAL SANCTION**Name of the Department : - **Employment****(Rs. In lacs)**

Deted	Sanctioned to whom	Amount	Plan/Non Plan/Externally	Purpose or specific item	Physical targets if any	Budget Head
29.05.13	PWD City Division-I Jaipur	13.25	Plan	Renovation of Directorate Office Building	-	4059-80-051-26-00-17
29.05.13	PWD Sirohi	4.75	Plan	Renovation of Sirohi Office Building	-	4059-80-051-26-00-17

**WORKS SANCTIONED**Name of the Department : - **Employment**

Date	Name of the works Location/place or work	Location/place of work	Fin.Extt. Sanctioned	Budged Head
29.05.13	Renovation of Directorate Office Building, Jaipur.	Directorate of Employment, Jaipur	-	4059-80-051-26-00-17
29.05.13	Renovation of Sirohi Office Building	District Employment office, Sirohi	-	4059-80-051-26-00-17

**TENDERS FOR WORKS**

Name of the Department :- Employment

-----Nil-----

**LAND ALLOTMENT MADE WITHOUT LOTTERY OR AUCTIONS**

Office :- Directorate of Employment

Department: Employment

-----Nil-----

**NGOs and other Organisations**

**Office :- Directorate of Employment**  
**Department: Employment**

**No NGO operational/working under this Department No project or activity allotted**

**PURCHASES OF GOODS AND SERVICE**

**District :- Jaipur Department : Employment**

-----Nil-----

**POLICIES**

**Office :- Directorate of Employment**  
**Department: Employment**

**Place: Jaipur**

-----Nil-----

**Chapter XII**

SECTION 4(1)(b)(xii)

**12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

Since the department is a social service department and no economic activity or generation of revenue is carried out, no subsidy programme is implemented by the Department.

**Chapter XIII**

SECTION 4(1)(b)(xiii)

**13 Particulars of recipients of concessions, permits or authorisations granted by it**

No such economic activity is carried out by the Deptt. Therefore, no provision exists for granting concessions, permits or authorizations.

**Chapter XIV**

SECTION 4(1)(b)(xiv)

**14. Details in respect of the information, available to or held by it, reduced in an electronic form**

The Departmental website has been launched and all relevant information has been incorporated and made available for the use of general public

**Chapter XV**

SECTION 4(1)(b)(xv)

**15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

All relevant Departmental information is made available to the general public through its offices and Website for the use of general public.

**Chapter XVI**

SECTION 4(1)(b)(xvi)

**16. The names, designations and other particulars of the Public Information Officers**

- |  |   |
|--|---|
| a- Appellate Authority:                      | Director of Employment,<br>Rajasthan, Jaipur  |
| b- State Public Information Officer :        | Dy. Director (Admn.)<br>Directorate of Employment,<br>Rajasthan, Jaipur.              |
| c- Asstt. State Public Information Officers: | All Heads of Offices of the<br>Department of Employment<br>within their jurisdictions |

**Chapter XVII**

SECTION 4(1)(b)(xvii)

**17. Such other information as may be prescribed**

-----NIL-----