

CHAPTER IV

RECRUITMENT THROUGH EMPLOYMENT EXCHANGES

1. General

All vacancies in Central Government Establishment other than those filled through the UPSC or agencies like the Staff Selection Commission should be notified to the nearest Employment Exchange and no department or office should fill any vacancy by direct recruitment, unless the Employment Exchange issue a Non-availability Certificate.

Ministries/Departments are also required to issue instructions to all the Quasi-Government Institutions and statutory organisations with which they are concerned requiring them to notify vacancies in the manner and form prescribed in rule 4 of the Employment Exchanges (Compulsory notification of vacancies) Rules 1960 to the prescribed Employment Exchange and to fall in line with the Central Government Departments in the recruitment of staff through the agency of the Employment Service. The need for issuing advertisements for inviting applications or tapping other sources of recruitment should be considered only if the Employment Exchange issue non-availability certificate.

If the Ministries consider that in cases pertaining to emergency recruitment, the normal procedure of filling vacancies through Employment Service is likely to cause difficulties and delay, they may take up the case with the Directorate General, Employment and Training and evolve special arrangement for recruitment of staff in such cases.

[MHA OM No. 71/49-DGS, dt. 11-12-49 read with MHA OM No. 14/11/64-Estt(D), dt. 21-3-64]

2. Notification of vacancies

2.1 Vacancies for scientific and technical personnel carrying a scale of pay, the minimum of which is not less than Rs. 425 p.m. and such of the Group A and B vacancies which are desired to be filled only temporarily for a period of four months or more should be given all-India circulation through the Central Employment Exchange of the Directorate General, Employment and Training. Other Central Government vacancies also in respect of which the employing authority desired all-India circulation shall be notified to the Central Emp. Exchange of the Directorate General, Employment and Training.

[MHA OM Nos. (i) 71/146/55-CS(C), dt. 25-4-55, (ii) 71/335/56-CS(C), dt. 15-2-57 as modified by MHA OM No. 10/40/66-Estt(D), dt. 16-2-67]

2.2 While notifying Group C & Group D vacancies to the Employment Exchange concerned, it should be clearly indicated in the requisition whether or not the vacancies are reserved for SC/ST/Ex-servicemen. The result of selection of candidates sponsored by the Employment Exchange should be intimated to the Exchange within a period of one month and if any of the vacancies reserved for SC/ST/Ex-servicemen is not filled by a candidate of the respective category sponsored by the Employment Exchange, specific reasons therefor should be communicated to the Exchange. These orders apply to physically handicapped persons also.

[MHA OM No. 14/12/67-Estt(D), dt. 10-4-68 read with MHA OM No. 14/7/70-Estt(D), dt. 16-4-70]

[DOP & AR OM No. 14016/3/79-Ests(D), dt. 21-5-79]

2.3 If the Employment Exchange/Directorate General of Employment and Training have reasons to feel that vacancies are not being reserved for Scheduled Castes/Scheduled Tribes candidates, in the manner in which they should be, they may, at their discretion, seek clarification from the recruiting authorities or send a report to the Department of Personnel and Administrative Reforms.

2.4 Notification of the vacancies to the Employment Exchange should be made in the form at annexure.

[MHA OM No. 2/11/55-RSP, dt. 7-5-55 as amended by D/o Personnel O.M. No. 14/7/71-Estt.(D), dt. 7-11-71]

2.5 All vacancies of Public Sector Undertaking pay scales in which have been revised since, 1982, the maximum of which does not exceed Rs. 1250/- p.m. (Rs. 800/- p.m. which the scale of pay have not been revised) shall be notified to the employment exchanges and recruitment made only through the candidates sponsored by the exchange.

[M/o Finance, Bureau of Public Enterprises No. 15/12/83-GM dt. 8-3-1984]

3. Exemptions from the Employment Exchange procedure

3.1 Ministries are competent to waive the Employment Exchange procedure in all cases, in consultation with the Director General, Employment and Training, under the express approval of an officer not below the rank of a Joint Secretary in the Ministry concerned. In cases of disagreement between the Ministry and the Director General, Employment and Training, a reference should be made to the Department of Personnel and Administrative Reforms.

[MHA OM No. 71/12/58-CS(C), dt. 19-12-59]

3.2 Short-term vacancies not exceeding six weeks in the posts of Gestetner Operator and staff car driver may be filled from amongst qualified Group D employees without the intervention of the Employment Exchange (As soon as it becomes known that the short-term vacancy is likely to exceed six weeks, arrangements for replacement through Employment Exchange of the existing employees should be made).

[MHA OM No. 14/267/56-CS(C), dt. 25-12-56]

3.3 Persons serving in a particular office may be allowed to compete with nominees of the Employment Exchange for posts filled by direct recruitment in the office, provided they fulfil the prescribed age and educational qualifications and no preferential treatment is given to them in any respect. In the event of a department employee being selected the resultant vacancy is to be filled through the Employment Exchange.

[MHA OM No. 14/45/62-Estt(D) dt. 26-12-62]

3.4 Ex-T.B. patients who were discharged from Central Government service on account of affliction with T.B. specialist, or an authorised medical authority, are eligible for re-appointment to the posts previously held by them if vacancies exist or to equivalent posts in their own Departments, the usual condition regarding age-limits not being enforced in their case. Such persons will be eligible for re-appointment by the Ministry/Department concerned without the intervention of Employment Exchanges whenever there are suitable vacancies. If such persons cannot be re-employed in the Ministry/Department concerned for want of vacancies, employment assistance will be rendered to them by Employment Exchanges. For this purpose as also for the purpose of relaxation of age limits, these persons will be treated as "Retrenched Central Government employees".

[MHA OM No. 37/1/52-DGS, dt. 10-7-54]

3.5 Central Government employees discharged on account of affliction with Pleurisy/ Leprosy and subsequently declared non-ineffective and medically fit may be re-appointed in the same or equivalent posts of the Ministry/Department concerned, without the intervention of the Employment Exchange.

[MHA OM No. 37/1/52-DGS, dt. 10-7-55, OM No. 13/4/56-RPS dt. 29-9-56 and O.M. No. 13/4/57-RPS, dt. 14-7-58]

3.6 A person who has been taken in a leave/short-term vacancy through the Employment Exchange may be absorbed in subsequent leave/regular vacancy in the same grade, in the year

office, provided he, in comparison with other candidates on the Register of the Employment Exchange, stands a definite chance of being submitted if the subsequent vacancy is notified to the Employment Exchange. In such a case, it is not necessary to insist on the subsequent leave or regular vacancies in the same office being filled afresh through the Employment Exchange concerned. The transfer of the candidate to a subsequent vacancy will be subject to the condition that there is no break in his service and the quota of vacancies for priority and non-priority candidates is not disturbed.

[MHA OM No. 71/159/CS(C), dt. 16-10-57]

4. Relaxation of Employment Exchange procedure on compassionate grounds

4.1 Ministries/Departments are competent to appoint, without reference to the Employment Exchange, a son/daughter/near relation of a Government Servant who dies in harness to a post which is required to be filled through Employment Exchange provided the family of the deceased Government servant stands in need of immediate assistance on account of his sudden death, there being no other earning member in the family. Appointments in such cases are, however, to be made with the approval of the Joint Secretary in charge of the administration and if there is no such Joint Secretary, by the Secretary of the Ministry/Department.

[MHA OM No. 71/88/58-CS(C), dt. 24-10-58]

4.2 The authorities declared as Head of the Department under SR2(10) have been delegated the power to appoint a son/daughter/near relation of a deceased Government servant without reference to the Employment Exchange, subject to the condition mentioned at (a) above.

[MHA OM No. 14/14/66-Estt.(D), dt. 8-8-66]

4.3 A son/daughter/near relation of a Government servant, who dies in harness leaving his family in indigent circumstances and in need of immediate assistance, despite the fact that there is already an earning member in the family, may also be considered for appointment without reference to the Employment Exchange. All such appointments would, however, be made with the prior approval of the Secretary of the Ministry/Department concerned, who will, before approving the appointment, satisfy himself that the grant of the concession is justified, having regard to the liabilities left by the deceased employee, the income of the earning member and also his liabilities.

[MHA OM No. 14/9/68-Estt(D), dt. 14-6-68]

4.4 The provisions of the orders referred to at (4.1), (4.2) and (4.3) have also been extended to the employment of son/daughter/near relation of a Government servant who is retired from Government service on medical grounds under Article 441, read with Articles 452 and 454 of the CSRs.

[Department of Personnel OM No. 14/10/71-Estt.(D), dt. 15-1-72]

4.5 A son/daughter/near relation of the members of Armed Forces, who die during service, or who are killed in action, also be appointed to posts on the civil side under the Government of India, in relaxation of the Employment Exchange procedure in accordance with the provisions of and subject to the conditions mentioned in O.M. No. 71/68/58-CS(C) dated 24th October, 1958 read with O.M. No. 14/14/66-Estt(D) dated 8th August, 1966 and subject to the further condition that the concession of employment in civilian posts under Defence establishment and Defence Factory etc., sanctioned in Ministry of Defence Office Memorandum No. 9/20/64-D (AGI)/16066/D(Apptts.) dated the 15th December 1964 and 2(22)65/(Apptts) dated the 2nd November, 1965 is not availed by any other son/daughter/near relation of the deceased member of the Armed Force, referred to above.

[MHA OM No. 14/1/66-Estt(D), dt. 3-12-1966]

5. Procedure for notifying vacancies

5.1 All Group C vacancies under the Central Government shall be notified in the first instance to the Central (Surplus Staff) Cell of the Ministry of Home Affairs (Department of Personnel and Training). The Central (Surplus Staff) Cell of the Ministry of Home Affairs (Department of Personnel and Training) shall either nominate persons against notified vacancies (if suitable candidates are available on its roster) or permit the employer to fill the vacancies through other permissible channels. This permission is to be regarded as a clearance certificate in regard to Group C posts from the Central (Surplus Staff) Cell of the Ministry of Home Affairs (Department of Personnel and Training).

[MHA OM No. F.3/27/65-CS.II dt. 25-2-66 and Notification No. 1/2/66-CC/CS III, dt. 30-11-67]

5.2 Group D surpluses and the vacancies at Delhi.

All Group D vacancies and particulars of persons declared surplus as a result of recommendations of the Administrative Reforms Commission or studies conducted by Staff Inspection Unit of the Ministry of Finance shall be reported to the Special Cell of the Directorate General, Employment and Training. The Special Cell of the Directorate General, Employment and Training shall register such surpluses as priority-I candidates and shall nominate them against vacancies notified to it. Where surpluses are not available on its registers the vacancies shall be released to the local Employment Exchange at Delhi immediately.

[MHA OM No. F.3/17/65-CS.II dt. 25-2-66 as modified in MHA OM No. F.3/2/65-CS.II, dt. 25-5-66 and also read with MHA OM No. 14/16/69-Estt(C), dt. 19-2-70]

5.3 Group D surpluses and vacancies in other areas.

All Group D vacancies and surplus shall be notified simultaneously to the concerned Employment Exchange and special Cell of the Directorate General, Employment and Training.

- (i) The Special Cell of the Directorate General, Employment and Training shall register such surpluses as priority-I candidates under intimation to the concerned Employment Exchange and the State Directors.
- (ii) The Employment Exchanges outside Delhi shall also register these surpluses as priority-I candidates on getting confirmation from the Special Cell of the Directorate General, Employment and Training.
- (iii) The Employment Exchange having candidates enjoying priority on their registers shall nominate them against vacancies notified to them and shall endorse a copy of the nomination letter to the Special Cell of the Directorate General, Employment and Training.
- (iv) In case candidates enjoying priority-I are not available on the Live register of the local employment exchange, it shall take normal submission action according to priorities laid down by the Government of India in the Ministry of Home Affairs (Department of Personnel and Training) and shall not wait for clearance from the Special Cell of the Directorate General, Employment and Training.
- (v) The Special Cell of the Directorate General, Employment and Training would also intimate to the Exchanges having eligible priority-I candidates on their live register to nominate them against vacancies notified simultaneously to the local Exchange and the Special Cell of the Directorate General, Employment and Training.

NOTE : Protection of Scheduled Castes and Scheduled Tribes candidates.

While declaring surplus in a particular grade in a cadre the Scheduled Castes and Scheduled Tribes candidates in that grade should not be included so long as the total number of Scheduled Castes and Scheduled Tribes candidates in that grade has not reached the prescribed percentage

of reservation for Scheduled Castes and Scheduled Tribes respectively in the concerned grade in a cadre.

[MHA OM No. 1/1/67-CC, dt. 30-1-67].

The Ministries/Departments of the Government of India invariably place the surplus Group D Staff at the disposal of Director General, Employment and Training (Special Cell) and utilise the agency of the Special Cell for filling vacancies in Group D. They should observe strictly these instructions instead of circulating the vacancies or particulars of surplus Group 'D' staff to other Ministries/Departments.

[MHA OM No. 14/16/69-Estt(C), dt. 19-2-70].

5.4 All vacancies in the grade of Daftry should first be notified to the Special Cell of the Directorate General, Employment and Training for being filled by the surplus Daftries available with the Cell. It is only when the Cell issues a certificate regarding the non-availability of the surplus Daftries with them that any vacancy in that grade should be filled by promotion failing which by direct recruitment.

[MHA OM No. 14/9/69-Estt(D), dt. 14-6-68]

5.5 As regards other Group D vacancies which are required to be filled by direct recruitment the requirement of various categories of Group D staff should be worked in accordance with the norms laid down for each category and the deficiency, if any, in each category may be made good in consultation with the Associate Finance of the Ministry concerned by recruitment according to a phased programme spread over a period of two to three years. Subject to these instructions all such vacancies should be filled from amongst the surplus staff sponsored by the Special Cell of the Director General, Employment and Training. If the Special Cell of the Directorate General, Employment and Training certify that they have no surplus employees available with them such vacancies, may be filled through the Employment Exchange.

[Deptt. of Pers. OM No. 14/12/71-Estt(D) dt. 9-11-72 and MHA Notification No. 14/7/70-Estt(C), dt. 16-1-70]

5.6 Employment Exchanges should not be asked to submit names of candidates with qualifications higher than the minimum prescribed under the recruitment rules/orders as that would jeopardise interests of candidates entitled to preferential treatment but possessing only minimum qualifications.

[MHA OM No. 2/16/55-RPS, dt. 16-4-55]

6. Period of notice to be given to the Employment Exchanges

Sufficient time should be given to the Employment Exchange for submitting suitable candidates, the minimum being as follows:

- (i) Vacancies required to be circulated to other Employment Exchanges under Employment Exchanges (Compulsory Notification of Vacancies) Rule, Time list prescribed in the Rule 5 is as under:—
 - (a) Vacancies required to be notified to local Employment Exchanges shall be notified at least 15 days before date of interview/Test.
 - (b) Vacancies required to be filled through Central Employment Exchange will be notified 60 days before the Interview/Test.

Three weeks. To expedite the process, however, employing departments may require that the various Employment Exchanges submit the nominations to them direct.

[MHA OM No. 71/12/53-DGS, dt. 12-3-53 and No. 71/146/54-CS(C), dt. 2-3-56]

- (ii) Vacancies reserved for SCs and STs:—
three weeks.

[MHA OM No. 71/318/54-CS(C), dt. 7-1-55]

(iii) Other vacancies:—

(a) One week in case of local recruitment.

(b) Less than one week in case of real emergency. (The appointing authority should specify briefly the reasons for treating the demand as urgent).

[MHA OM No. 71/12/53-DGS dt. 12-3-53]

7. Recruitment of priority and non-priority candidates

7.1 Central Government vacancies notified to the Employment Exchange should be filled by candidates belonging to priority as well as non-priority categories in the ratio 50 : 50. For this purpose, the appointing authorities should maintain a roster starting with a candidate of priority category and while intimating the vacancies to the Employment Exchanges should indicate clearly whether the vacancies are to be filled by priority groups or by non-priority groups.

[MHA OM No. 71/300/54-CS(C), dt. 28-5-55]

7.2 In so far as priority categories are concerned for whom 50% of the vacancies are reserved, employing authorities should not ask the Employment Exchanges to submit candidates with qualifications higher than the minimum required for the post. The restriction applies also to vacancies reserved for Scheduled Castes and Scheduled Tribes.

[MHA OM No. 2/16/55-RPS, dt. 16-4-56]

7.3 Employing Departments usually make selection on a competition basis from amongst the candidates recommended by the Employment Exchange. This occasionally results in the selection of the candidates entitled to lower priority or even to no priority at all who may be considered more suitable by the employing departments. This procedure runs counter to the policy of Government that candidates belonging to certain categories should have higher priority in the matter of securing employment under Government. It is essential that persons belonging to the higher priority categories are able to secure employment if they are found suitable for it, as early as possible. Therefore, in making recruitment to Central Government Offices, employing departments should accept for employment candidates nominated by the Employment Exchanges in the order of their priorities. Candidates of a lower priority should not be preferred to candidates belonging to a higher priority group. The latter should not be rejected unless they are found un-suitable for employment in which event a definite findings to that effect and the reasons for which such candidates were not considered suitable should be recorded by the competent authority. Reasons for such rejections should be communicated to the Employment Exchange if nominees entitled to priority treatment are found to be unsuitable.

[MHA OM No. 71/12/51-DGS dt. 21-1-54]

7.4 (i) Persons for establishment of Defence Project or Industrial Projects (Government or Quasi-Government), specially Scheduled Castes and Scheduled Tribes (e.g. Adivasis) should be given first preference for appointment to posts carrying lower scales of pay in such projects should be preferred to those who, even if they come for some distance, have been or are about to retrenched from Government Undertakings. The preference mentioned above will be available to unskilled workers.

(ii) In the case of skilled workers, clerks and other non-technical staff whose scales are comparatively low, so long as the basic qualifications and experience are forthcoming, preference should be given in the order of priority mentioned above.

[MHA OM No. 14/1/63 MP, dt. 19-8-65 read with MHA OM of even No. 21-6-66 and OM No. 25/26/66-D(Apptts.), dt. 27-12-67 from Ministry of Defence]

8. List of categories to whom various priorities have been allowed for the purpose of employment through Employment Exchange/Directorate General, Employment and Training

(Special Cell) is given below :—

List of Categories to whom various Priorities have been allowed for the purpose of employment through Employment Exchange/DGE & T (Surplus Cell/Ex-Servicemen Cell)

| CATEGORY | AUTHORITY |
|--|--|
| PRIORITY I | |
| (1) Surplus employees (other than Group 'D') registered with the Central (Surplus Staff) Cell of the Deptt. of Personnel & Administrative Reforms, who do not get re-deployed through the Cell within the prescribed period of six months. | No.14/121/71-Estt (D)/Dt. 25-12-1971 |
| (2) Surplus Group 'D' employees registered with the Surplus Cell of the Directorate General of Employment & Training. | do. |
| (3) Disabled ex-servicemen disabled during war | do. |
| (4) Disabled Border Security Force Personnel disabled during war | No. F. 13/5/72-Estt.(C) dated 19-2-1973 |
| (5) Disabled ex-servicemen disabled during peace time provided their disability is attributable to military services. | No. 14024/6/77-Estt(D) dated 31-12-79 and No. 39016/5/81-Estt (C) dated 21-2-1981. |
| PRIORITY II(A) | |
| (1) Upto two members each of the family of Defence services personnel killed in action. | No. 14/21/71-Estt(D) dated 25-12-1971. |
| (2) Upto two members each of the family of defence services personnel who have been disabled in action and are totally unfit for re-employment. | No. 13/7/72-Estt(C) dated 9-3-1972. |
| (3) Upto two members each of the Family of Border Security Force personnel killed in action. | No. 13/5/72-Estt(C) dated 2-2-1972 |
| (4) Upto two members each of the families of defence services personnel killed or severely disabled in 1947-48 Kashmir Operation, War like operations, Goa and Hyderabad Operation, war like operations on borders with neighbouring countries including armed hostilities like Nagas and Mizos, after examining each case on the merits in consultation with the DGE&T. | No. 13/14/74-Estt.(C) dated 6-1-1975 |
| (5) Upto two members each of the family of defence services personnel killed in peace time (provided the death of the soldier is attributable to military service). | No. 14024/6/77-Estt (D) dt. 31-12-1979 and No. 39016/5/81-Estt.(C) dt. 21-2-1981. |
| (6) Upto two members each of the family of defence services personnel who have been disabled during peace time with over 50 percent disability and who have become unfit for re-employment (provided the disability of the soldier is attributable to military service). | do. |
| PRIORITY II (B) | |
| (1) Permanent disabled Government servants from NWPP., Baluchistan & Sind. | No. 14/21/71-Estt.(D) dt. 25-12-1971. |
| PRIORITY III | |
| (1) Central Government servants retrenched due to normal reduction in establishment, but otherwise than on the recommendations of the Economy Unit as well as the employees of the Rationing and Civil Supplies Department in various States in India who were retrenched on account of abolition of rationing in India. | No. 14/21/71-Estt.(D) dt. 25-12-1971. |
| (2) Demobilised personnel of the armed forces | do. |
| (3) Group 'D' Central Government employees educationally qualified for Group 'C' posts. | do. |

- (4) Defence personnel who were transferred to the reserve and members of the defence forces who on retrenchment or retirement join the Territorial Army. No. 14/21/71-Estt.(D) dt. 25-12-1971
- (5) Retrenched employees for former Part 'C' States do.
- (6) Ex-T.B. employees and Ex-leprosy patients who were discharged from the Central Government Services but who have subsequently been declared non-infective and medically fit for Govt. Service. do.
- (7) Bonafide displaced goldsmith do.
- (8) Physically handicapped persons do.
- (9) Repatriates from Burma and Ceylon who have migrated to India on or after 1-6-1963 and 1-11-1964 respectively (overriding priority in Priority-III in their home state and Priority-III in other States). do.
- (10) Displaced persons from East Pakistan (Bangladesh) who migrated to India on or after 1-1-1964 [Overriding priority in Priority-III just below (II) in the Eastern (Zone) but before 25-3-1971.] do.
- (11) Indian Nationals who were employed in Govt. service in East African countries of Kenya, Tanganyka, Uganda and Zanzibar. do.

[Department of Personnel and Administrative Reforms OM No. 14034/3/84-Estt. (D) dated 31st July, 1984 containing list of categories to which various priorities have been allowed].

9. *Release of vacancies for being filled from amongst candidates from open market.*

(a) Vacancies should be deemed to have been released for recruitment for open market if :

(i) Employment Exchange certify their inability to nominate suitable candidates, or

[MHA OM No. 71/49-DGS(Appts), dt. 11-12-49 (para 6)]

(ii) Candidates nominated by Employment Exchanges are found unsuitable and a non-availability certificate is obtained from the Exchange concerned, or

[MHA OM No. 71/49-DGS (Appts.), dt. 11-12-49 and 71/12/54-DGS, dt. 21-1-54 (Para 2)]

(iii) no nominations are received by the employing authority within reasonable time.

[MHA OM No. 146/54-CS(C), dt. 25-4-55 (Para 4)]

(b) Filling of vacancies released by Employment Service.

(i) Employing Departments should undertake direct recruitment only on the same terms and conditions of appointments as notified to the Employment Exchange. If, however, the terms and conditions of appointment are changed or recruitment is undertaken after a period of six months or more, the vacancy should be renotified to the Employment Service.

[MHA OM No. 71/49-DGS(Appts.), dt. 11-12-49 and 71/93/56-CS(C), dt. 5-5-56]

10. *Appointment of Group D employees to Group C posts*

The following concessions have been granted to Group D employees for appointment to Group C posts filled by direct recruitment, through Employment Exchange.

(a) Group D employees, who are educationally qualified for Group C posts should be issued "No objection Certificate" to enable them to register their names with the Employment Exchange for Group C posts.

(b) On registration with the Employment Exchange, these persons should be nominated in their turn to vacancies notified to the Exchanges on the basis of the same priority as is admissible to Central Government servants retrenched due to reduction in establishment i.e. priority III.

(c) The Group D employees registered with the Employment Exchanges should be allowed to deduct from their actual age period spent by them in Government service. If after deducting this period, they are within the maximum age limit prescribed for the service or posts for which they are registered, they should be considered eligible.

[MHA OM No. 71/75/55-CS(C), dt. 29-4-55 as amended by OM No. 71/75/55-CS(C), dt. 9-8-55]

(d) Where the appointing authorities, after considering the names submitted by the Employment Exchanges are of the view that qualified Group D servants already working in their respective offices are more suitable, they might appoint the latter to the vacancies in Group C, even though their names might not be amongst those sponsored by the Employment Exchanges.

[MHA OM No. 71/58/57-CS(C), dt. 12-8-57].

11. Casual Labour

Appointment of casual labourers in Group D posts, borne on the regular establishment which are required to be filled by direct recruitment, will be made subject to the following conditions:—

(a) No casual labourer not registered with the Employment Exchange should be appointed to posts borne on the regular establishment.

(b) Casual labourers appointed through Employment Exchange and possessing experience of a minimum of two years service as casual labourer in the office/establishment to which they are so appointed will be eligible for appointment to posts on the regular establishment in that office/establishment without any further reference to Employment Exchange.

(c) Casual labourers recruited in an office/establishment direct without reference to Employment Exchange, but working in that office on 2-12-66 should not be considered for appointment to regular establishment, unless they get themselves registered with the Employment Exchange, render, from the date of such registration, a minimum of two years' continuous service as casual labour, and are subsequently sponsored by the Employment Exchange in accordance with their position in the register of the Employment Exchange.

(d) A casual labourer who has put in at least 240 days (206 days in case of 5 days week) of service as casual labourer (including broken period of service) during each of the two years of service referred above will be entitled to the benefit mentioned in (b) and (c) above.

[MHA OM No. 16/10/66-Estt.(D), dt. 2-12-66 read with MHA OM No. 14/1/68-Estt.(C), dt. 12-2-69]

- (e) For the purpose of absorption in regular establishments, such as casual labourers should be allowed to deduct from their actual age the period spent by them as casual labourers and if after deducting this period, they are within the maximum age limit, they should be considered eligible in respect of maximum age.

[MHA OM No. 4/9/61-Estt.(D), dt. 9-8-61]

- (f) Broken periods of service rendered as casual labourers may also be taken into account for the purpose of age relaxation for appointment in regular establishment provided that one stretch of such service is for more than six months.

[MHA OM No. 4/9/61-Estt.(D), dt. 16-9-61]

12. *No objection certificate in favour of serving personnel to enable them to seek higher posts through Employment Exchange*

12.1 Temporary employees may be allowed to register with the Employment Exchanges subject to the following conditions :—

- (a) Employment Exchange and the employee should inform the Head of Office in which the employee is working of the fact of registration with the Employment Exchange simultaneously when the registration is undertaken.
- (b) If the Head of Office has any objection he should communicate it forthwith to the employee and the Employment Exchange concerned.

With regard to (b) above, the Head of the Office should not raise any objection in the case of temporary employees, unless he comes to the conclusion that it would be prejudicial to the public interest to allow the employee concerned to register himself at the Employment Exchange. The term public interest should be interpreted with judgment and not in a mechanical manner. In cases where the Head of the Office has raised any objection, the employee should not be sponsored further for placement by the Employment Exchange unless the objection is over-ruled by an authority superior to the Head of the Office.

[MHA OM No. 14/68/60-Estt. (D), dt. 8-1-62]

12.2 With effect from 29-1-1970, permanent and quasi-permanent employees have also been allowed to register themselves with the Employment Exchange for a higher post under the Government Public Sector Undertakings/autonomous bodies on production of a no objection certificate from the employers. The grant of such certificates to such permanent and quasi-permanent employees will, however, be subject to the following conditions :—

- (a) The employee should be registered only for a post higher than the one he is holding under the Government. In case of doubt, as to whether the post for which a permanent/quasi-permanent employee intends to register his name with the Employment Exchange, is higher than the one he is holding under the Government, the decision of the Head of Office/Department shall be final.
- (b) On being selected for appointment by the Government Department/Public Sector Undertaking/Autonomous Body for the higher post, he may be treated as on deputation/foreign service for a period of one year only. On the expiry of the period he should either revert to the parent Department or resign his post under the Government.
- (c) Once an employee has reverted to the parent Department after spending a year outside, he should not be allowed a "No Objection Certificate" to register his name once again for a period of at least two years.

The Employment Exchanges would sponsor only those permanent and quasi-permanent employees for higher posts, under the Government/Public Sector who are eligible on grounds of age, educational qualifications etc.

[MHA OM No. 14/1/69-Estt.(D), dt. 29-7-70]

13. Miscellaneous provisions

Interviews:

Candidates will not normally be entitled to Travelling Allowance for attending interviews which will generally be held at the headquarters of the post. Ministries having branch offices at Bombay, Madras, Calcutta etc. may, however, have the local candidates interviewed locally.

[MHA OM No. 71/146/54-CS(C), dt. 2-3-56 (Para 2)]

13.1 Temporary employees may be allowed to register with the Employment Exchanges subject to the following conditions -

(a) The Employment Exchange and the employee should inform the Head of Office in which the employee is working of the fact of registration with the Employment Exchange immediately after the registration is completed.

With regard to (b) above, the Head of the Office should not raise any objection in the case of temporary employees unless he comes to the conclusion that it would be prejudicial to the public interest to allow the employee concerned to register himself at the Employment Exchange. The term public interest should be interpreted with regard to the employee's health, character, etc. cases where the Head of the Office has raised any objection, the employee should not be sponsored further for placement by the Employment Exchange unless the objection is overruled by an authority superior to the Head of the Office.

13.2 With effect from 1-1-1970, permanent and quasi-permanent employees have also been allowed to register themselves with the Employment Exchange for a higher post under the Government Public Sector Undertakings/Autonomous Bodies on production of a certificate from the employers. The grant of such certificates to such permanent and quasi-permanent employees will, however, be subject to the following conditions -

(a) The employee should be registered only for a post higher than the one he is holding under the Government. In case of doubt as to whether the post for which a permanent quasi-permanent employee intends to register his name with the Employment Exchange is higher than the one he is holding under the Government, the decision of the Head of Office/Department shall be final.

(b) On being selected for appointment by the Government, Department/Public Sector Undertaking/Autonomous Body for the higher post, he may be treated as an employee for foreign service for a period of one year only. On the expiry of the period, he should either report to the parent Department or resign his post under the Government.

(c) Once an employee has reported to the parent Department after spending a year outside, he should not be allowed a No Objection Certificate to register his name once again for a period of at least two years.

ANNEXURE

Requisition Form to be used when calling for applicants from Employment Exchanges for Recruitment to Central Govt. vacancies.

(Please use a separate form for each type of post)

1. Office/Department and Address
2. Name and designation of indenting Officer, Telephone No.
3. Name and designation of the Officer to whom applicants should report for interview/test
4. Date, time and place of interview/test
5. (a) Designation of the post(s) to be filled :
(b) Scale of pay, allowance
(c) Place of work
(d) Description of duties
6. (a) Number of posts to be filled
(b) Duration of vacancies :
Permanent Temporary less than 3 months. Temporary between 3 months & 1 year. Temporary likely to continue beyond 1 year.
(c) Age limits, if any.
(i) reserved for SCs—Priority
 reserved for SCs—Non-Priority
(ii) reserved for STs—Priority
 reserved for STs—Non-Priority
(iii) reserved for Ex-servicemen
(iv) reserved for handicapped persons (specify category)
(v) Unreserved—Priority
 Unreserved—Non-Priority
7. Qualifications required:—
(a) Essential
(b) Desirable
8. Whether willing to wait and consider applicants from other Exchange area in case local applicants are not available
9. Any other information considered relevant

Certified that the number of vacancies reserved for SCs/STs/Ex-Servicemen and Handicapped persons as mentioned in Col. 6 (a) above is in accordance with the reserve quota fixed by Govt. for these categories.

Dated.....

Signature of the Head of Office

To

The Employment Officer, Employment Exchange.

NOTE:—Where advertisements are inserted in the newspaper as suggested in paragraph 5(6) of Ministry of Home Affairs OM No.42/21/49-NGS dt. 28-1-52 a copy of the advertisement should be attached to the requisition form which should be sent to the Employment Exchange in any case.