

Department of Labour, Employment & Training, Kavaratti
Administration of the Union Territory of Lakshadweep

History of Labour, Employment & Training

Lakshadweep is an archipelago of 36 coral islands, having a total area of 32 Sq.Km. There are 11 inhabited islands. The area varies from 0.1 Sq.Km to 4.84 Sq.Km. of inhabited islands & population from 267 to 10727 as per 2001 census respectively. Total population on of Lakshadweep is 60650 as per 2001 censuses. Lakshadweep is located west of Malabar Coast and separated from mainland by a vast Arabian Sea. The distance of island varies from mainland 220 Km. to 400 Km.

Lakshadweep is the smallest U.T. of India having one among the highest population density and 3rd highest in Literacy Rate after Kerala & Mizoram. Total registered persons with Employment Exchange as on 30-09-2014 - 19257 people are registered here as per the records available in the Live Register of the Employment & Training. Most of them are educated. The smallness and geographical isolation of the islands prevents the starting of major public/private undertakings here as is shortage of inputs also. Hence most of the unemployed look for white-collar jobs under the Administration. The District Employment Exchange was started on 23-04-1969 headed by an Assistant Employment Officer with a nucleus clerical staff.

As strength of the registrants increased the post of Assistant Employment Officer was upgraded to District Employment Officer assisted by two Junior Employment Officers, one Statistical Assistant, and a few clerical staff. As the chance to accommodate all the unemployed in the island itself is bleak, focus is given in encouraging them to compete for jobs outside the territory.

With this intention the following programmes are implemented here:

- a) Financial Assistance to trainees under the apprenticeship programme
- b) Imparting Typewriting cum Computer skills (Now under Village (Dweep) Panchayats
- c) Incentive aids to local ST candidates for attending test/interview at mainland/island (Now under Village (Dweep) Panchayats.
- d) Pre-recruitment training to the local ST candidate (Now under Village (Dweep) Panchayats.
- e) Running of Industrial Training Institutes.

Major Activities

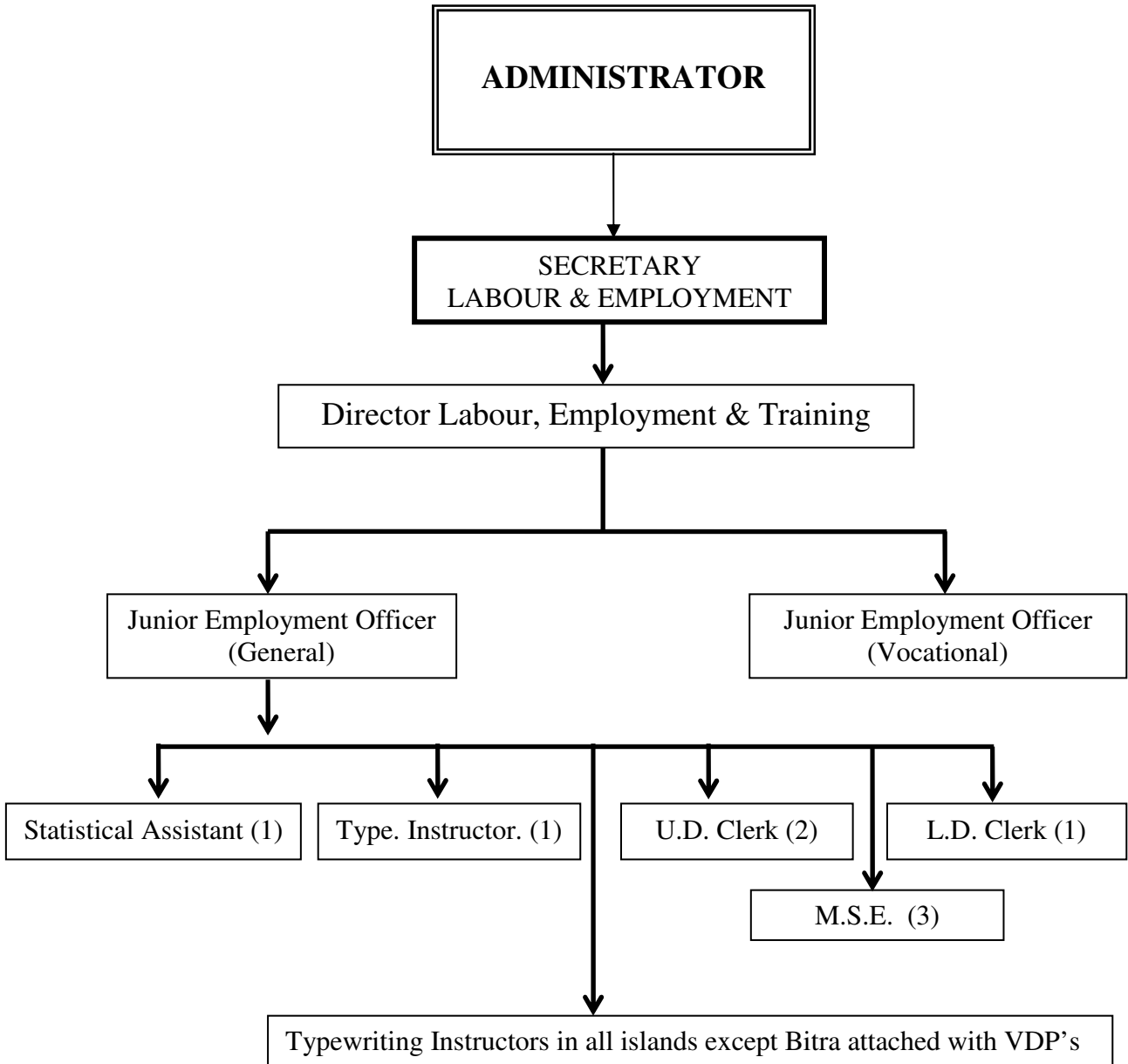
The Directorate of Employment & Training is the institution that provides the services enlisted in the Employment Manual. Besides registration of applicants, submissions, renewal, placements etc. the Employment & Training is making arrangements for the recruitment to the Armed Forces like Indian Army, Air Force, Coast Guard, CRPF etc. However bulks of the submission are made to various departments of the administration as per their requisitions.

Directorate of Employment & Training, Kavaratti is the only Employment Office in Lakshadweep. In other islands Typewriting Instructors is designated as Employment Registration Officers. They are entrusted with work of registration, renewal, adding qualification & issuing of Employment card besides giving publicity of job advertisements. Typewriting cum Computer Coaching class, Incentive aid to local ST candidates to attend interview/test at mainland/island to attend the pre-recruitment training.

Vocational Guidance

Vocational Guidance activities are the most important functions of the Employment & Training. The unemployed youth and students are being properly guided by the officers and staff of the Employment & Training for taking up their future courses so that they are able to qualify for various jobs. Now focus of the Vocational Guidance has changed from wage employment to self employment.

Administrative Setup



Application form for Fresh Employment Registration

1.	Name					Photo Graph		
2.	Father's Name							
3.	Mother's Name							
4.	Date of Birth	Day	Month	Year	5	Place of Birth		
6.	Sex (Male / Female)					7.	Urban/Rural	
8.	Marital Status							
9.	Caste (SC/ST/OBC/ Others) indicate							
10	Religion							
11	Language Details	Language Known		Proficiency in Language				
				Read	Write	Speak		
				1				
				2				
				3				
12	Physical Standards	Height (In Cms)		Weight (in Kgs)		Chest (Cms)	Wear Glasses (Yes / No)	
Disability if (More than 40%)		Type of Disability (Visual/Deaf & Dump / Orthopedic)				% of Disability		
13	Full address	Name of House						
		Place						
		State / U.T						
		Phone/Mobile No.						
14	Qualifications Details							
Sl. No	Exam Passed	Board	Division	Pass Year	Medium of Instruction	Percentage	Subject	

All the above information is based on my inputs and is true to the best of my knowledge. If any information furnished by me turns out to be false subsequently, my registration may be cancelled.

Date

Signature of Applicant

Instructions to the applicants

1. Name & Date of Birth of the applicant should be as mentioned in SSLC Certificate. If qualification is below SSLC failed, then the name & Date of Birth should be as mentioned in School Leaving Certificate
2. Duly attested copies of qualification/date of Birth/Experience if any and that of Cast Certificate should be attached with the application.
3. One pass port size photo is also attached with the indication Name of the applicant on the back side of the photo.

Application form for Additional Employment Registration
(Where candidate is already registered with District Employment Exchange)
Mention Addition of Qualification/ Experience desired to be made

1.	Name						Photo Graph
2.	Father's Name						
3.	Mother's Name						
4.	Date of Birth	Day	Month	Year	5	Place of Birth	
6.	Sex (Male / Female)			7.		Urban/Rural	
8.	Physical Standards	Height (In Cms)		Weight (in Kgs)		Chest (Cms)	Wear Glasses (Yes / No)
9	Disability if (More than 40%)	Type of Disability (Visual/Deaf & Dump / Orthopedic)				% of Disability	
10	Full address	Name of House Place State / U.T Phone/Mobile No.					

Employment Registration No **NCO No.....**

11 Qualifications to be added subsequent to grant of Registration							
Sl. No.	Exam Passed	Board	Division	Pass Year	Medium of Instruction	Percentage	Subject

All the above information is based on my inputs and is true to the best of my knowledge. If any information furnished by me turns out to be false subsequently, my registration may be cancelled.

Date.....

Signature of Applicant

Instructions to the applicants

1. *Attach original Registration card issued by the District Employment Exchange.*
2. *Duly attested copies of qualification/experience should be attached with the application.*
3. *One pass port size photo be also attached with the indication name of the applicant on the back side of the photo.*

Application form for Better Employment Registration

1.	Name						Photo Graph	
2.	Father's Name							
3.	Mother's Name							
4.	Date of Birth	Day	Month	Year	5	Place of Birth		
6.	Sex (Male / Female)					7.	Urban/Rural	
8.	Marital Status							
9.	Caste (SC/ST/OBC/ Others) indicate							
10.	Religion							
11.	Language Details	Language Known		Proficiency in Language				
				Read	Write	Speak		
			1					
			2					
		3						
12.	Physical Standards		Height (In Cms)		Weight (in Kgs)		Chest (Cms)	Wear Glasses (Yes / No)
	Disability if (More than 40%)		Type of Disability (Visual/Deaf & Dump / Orthopedic)				% of Disability	
13.	Full address	House No/Name of House Place State / U.T						
14.	Qualifications Details							
Sl. No	Exam Passed	Board		Division	Pass Year	Medium of Instruction	Percentage	Subject
15.	Trade							
16.	Experience Details							
	Name of the Department where served	Post held	Pay Scale	Pay at the time of Leaving		Period of Serving		Nature-of duties / Type of Job
						From	To	

Contd.....2/-

C

17	Ex-Serviceman Details				
18	Other training	Typewriting	Short hand	Computer	Technical
19	Are you currently self employed				
20	If yes, specify organisation where served				
21	Loan availed for Self-employment if yes provide Details				
21	Bank Name		23	Branch Name	
24	Defaulter No, if you are Defaulter				
	If yes, reason for late payment				
25	Balance Amount of Loan				
26	Are you interested in Self Employment,				
27	If so Desired self Employment				
	Are you or your family member defaulter of any finance institute or bank				
28	Bank Name		Branch Name		
29	Outstanding balance				

Part – II

For Better job furnish below mentioned information :-

Name of present Employer with full Address	Post hold	Date of appointment to the present post	Pay Scale	Present Basic Pay	Nature of Duties

All the above information is based on my inputs and is true to the best of my knowledge. If any information furnished by me turns out to be false subsequently, my registration may be cancelled.

Date.....

Signature of Applicant

Instructions to the applicants

1. *Attach in original No Objection Certificate issued by the Employer for Registration of name with District Employment Exchange.*
2. *Attach the Service / Experience Certificate issued by the Employer in original or its duly attested copy.*
3. *One pass port size photo be also attached with the indication name of the applicant on the back side of the photo.*

- Whom to contact

Kavaratti

Director Labour, Employment & Training, Kavaratti

Phone: 04896- 262082, Fax: 04896-263402

E-mail: lk-dee@nic.in

Junior Employment Officer

Labour, Employment & Training, Kavaratti

Phone: 04896-262559, Fax: 04896-263402

E-mail: lk-dee@nic.in

- Useful links
- Photo Gallery
- LEO
- ITI

Live Register

No. of applicants in the live register as on 30-09-2014

Total Registration - 19257

Sl.No.	Category	Male	Female	Total
1	Below SSLC	3261	874	4135
2	SSLC	8710	6339	15049
3	Plus Two	3232	3141	6373
4	Engineering Degree & Diploma	163	29	192
5	Graduates	753	880	1633
6	Post Graduates	196	201	397
7	Total No. of Physically Handicapped	128	40	168
8	Total No. of Ex-servicemen	20	0	20

CITIZEN CHARTER

DEPARTMENT OF LABOUR EMPLOYMENT & TRAINING

UNION TERRITORY OF LAKSHADWEEP, KAVARATTI

Introduction

This Charter is framed for the guidance of those citizens/officials who are the customer of Directorate of Employment & Training, Union Territory of Lakshadweep. The customer is most important visitor of this Department and it gives us immense pleasure to render services to him. The main aim of the Department is to satisfy him with the services. He is a part of this Department and welcomed to make suggestions so that the Department can serve the public at large in a better way.

Objective

Employment Exchanges register job-seekers and nominate them against vacancies notified. There is no minimum prescribed qualification for registering with Employment Exchanges. Any Indian citizen can register with the employment exchanges situated in his place of residence.

Mission of the Department

The Department of Labour, Employment & Training, Union Territory of Lakshadweep is a part of National Employment Services. Its main mission inter-alia includes making available Employment Information, Sponsoring of candidates for various posts notified by different employers under compulsory notification of Employment Act & Vocational Guidance. As a training division a Govt. ITI is functioning under the guidance of DGET Govt. of India. Effective implementation of Labour Enforcement Rules also another objective of the Department.

Main Function

- ✚ Registration of applicants who are unemployed/ aspirants of jobs.
- ✚ Sponsoring of names against notified vacancies.
- ✚ Providing vocational guidance services.
- ✚ Co-ordination of recruitments to Indian Defense Establishments & other outside Agencies.
- ✚ Providing of Financial Assistance as Grant-in-Aids to Village (Dweep) Panchayats in the matter of imparting Typewriting Training.
- ✚ Providing of Financial Assistance as Grant-in-Aids to District Panchayat for granting Financial Assistance to Local Scheduled Tribe Candidates appearing in Tests/ Interviews & Pre-Recruitment Training.
- ✚ Running of Industrial Training Institute.
- ✚ Implementation of Labour Enforcement Rules.

I. Registration of Names for Jobs

One of the prime works of Employment Exchange is registration of names of applicants who are unemployed/ aspirants of jobs or better jobs.

a) Procedure for Registration

An applicant has to apply for registration in the Directorate of Employment & Training, Kavaratti or in its Units located in all the islands except Bitra or applicant can register online using web link [http://164.100.72.174/\(www.lakshadweep.nic.in\)](http://164.100.72.174/(www.lakshadweep.nic.in)) (New Job Seeker).

b) Transfer of Registrations

Candidates could register with the Employment Exchanges functioning in their respective Islands. Candidates who seek transfer of registrations to another place should produce residence certificate issued at the level of Tahsildar pertaining the new residential status.

II. Registration of Names for Better Employment

An applicant who is already in service can also get his name registered in Employment Exchange for better jobs.

a) Procedure

- ❖ An applicant who is already in job and who intends to apply for getting his name registered for better jobs, is required to furnish along with his application:-
- ❖ Original Registration Card, if his name is already registered with the Employment Exchange,
- ❖ No objection Certificate (in original) from his/her Employer for getting name registered for better employment.
- ❖ Duly attested copies of certificates of qualifications on the basis of which name is being got registered for better jobs.

b) Validity of Registration Cards & its Renewal

The Registration Card issued to a candidate remains valid for three years from the month of registration of the name of the applicant. After three years, the applicant is required to get his Registration Card renewed.

III. Co-ordination of recruitment to Indian Defense Establishments & other outside Agencies

As and when information is received regarding vacancies in Indian Defense Establishment and in other outside Agencies, the same is communicated to all the island authorities.

IV. Sponsoring of names by the Employment Exchange

For getting the name sponsored from the Employment Exchange, the Departments are required to notify the vacancies of their Departments on the prescribed form furnishing complete details. When the vacancies are notified to the Employment Exchange, the names of the candidates are sponsored in the ratio of 1:20.

V. Redrassal of Grievances

In the event of any grievance, please approach/contact the following officers:-

Sl. No.	Name of the officers	Designation	Phone Nos.
1	Shri D. Manikandan, IAS	Secretary (Labour & Employment)	04896-262384
2	Shri O.P. Pandey, DANICS	Director(Labour & Employment), Labour & Employment, Kavaratti	04896- 262082
3	Vacant	Junior Employment Officer, Labour & Employment, Kavaratti	04896-263402 (Fax)
4	Shri A.I. Mohammed Kasim	Junior Employment Officer, Labour & Employment, Kavaratti	04896-262559

VI. Vocational Guidance Programme

The Vocational Guidance Units functioning in Employment Exchanges render Guidance services to students and registrants of Employment Exchange to seek Employment opportunity.

VII. Service delivery:

The applicants are advised to adhere to the following instructions:

- While applying for registration of names for employment with the Directorate of Employment & Training no facts should be concealed especially relating to their employment (or) no false information should be furnished.
- Applicant registering online has to send attested copies of certificates etc. either by post or in person to concerned office of Employment for their verification to get the registration certificate.
- The applicant who got his name registered with the Employment Exchange, Union Territory of Lakshadweep when he/she gets the job, it is the duty of the individual/ department to surrender the employment registration card to the Employment Exchange.
- The registration/renewal etc. are done at free of cost.
- The delivery of Registration Card will be through hand to hand only. No card will be issued through postal service.
- **The delivery of Registration card will be within two days, according to the availability of internet connectivity and hardware facility.**

Suggestions are solicited from any citizen
