

No.39020/09/2016- Estt (B)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi  
2<sup>nd</sup> November, 2016


**OFFICE MEMORANDUM**

Subject: Recruitment of Staff through Employment Exchanges-regarding

The undersigned is directed to refer to this Department's OM No. 14024/1/2016- Estt. (D) dated 13.06.2016 (copy enclosed) wherein it was conveyed that in addition to reporting of vacancies to the local Employment Exchange/Central Employment Exchange and publication of advertisements in the Employment News/ Rozgar Samachar for wide publicity, advertisement of vacancies may also be placed at the National Career Service (NCS) Portal of Ministry of Labour & Employment, which has been developed primarily to connect the opportunities with the aspiration of youth.

2. It has now been decided that advertisement of vacancies shall now be mandatorily placed at the National Career Service (NCS) Portal, developed by Ministry of Labour and Employment. This will be in addition to other procedures indicated in para 1 of this Department's OM No. 14024/1/2016- Estt. (D) dated 13.06.2016.

3. These instructions shall be applicable to all services/ posts. All Ministries/ Departments are requested to bring these instructions to the notice of all concerned including attached and subordinate offices.

  
(N. Sriraman)  
Director

To

All Ministries/ Departments of the Government of India

Copy to:

1. All State Governments /Union Territory Administrations.
2. Office of C&AG.
3. Secretary, UPSC.
4. Chairman, Staff Selection Commission, CGO Complex, New Delhi.
5. Lok Sabha Secretariat, New Delhi.
6. Rajya Sabha Secretariat, New Delhi.
7. Director General Employment & Training.
8. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
9. All attached and sub-ordinate offices of DoP&T.
10. NIC for placing this information on the website of DoP&T.

**OFFICE MEMORANDUM**


Subject: - Recruitment of Staff through Employment Exchanges, regarding.

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In continuation of this Department's Office Memorandum No. 14024/2/96-Estt. (D) dated 18<sup>th</sup> May, 1998 and further amended vide OM of even number dated 09<sup>th</sup> November, 2005 on the above noted subject wherein it has been prescribed that all vacancies to be filled on regular basis, except those which fall within the purview of UPSC/Staff Selection Commission, are to be notified in the local Employment Exchange/Central Employment Exchange as per the provisions of the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959. In addition to the reporting of the vacancies to the local Employment Exchange/Central Employment Exchange, it has been stipulated that the vacancies should be given wide publicity on an all India basis. In this regard, it was advised that the advertisement should be placed in the Employment News/Rozgar Samachar published by the Publication division of Ministry of Information & Broadcasting. Such recruitment notices are also to be displayed on the Office Notice Board.

2. It has been decided that in addition to the above procedure, advertisement of vacancies may also be placed at the National Career Service (NCS) Portal of Ministry of Labour & Employment, which has been developed primarily to connect the opportunities with the aspiration of youth.

3. These instructions shall be applicable to all services/posts. All Ministries/Departments are requested to bring these instructions to the notice of all concerned including attached and subordinate offices.

  
(Rajesh Sharma)

Under Secretary to the Govt. of India  
Tele. No. 23040340

**All Ministries/Departments of the Government of India.**

Copy to:-

1. All State Governments/Union Territory Administrations.
2. Office of C&AG.
3. Secretary, UPSC.
4. Staff Selection Commission, CGO Complex, New Delhi.
5. Lok Sabha Secretariat, New Delhi.
6. Rajya Sabha Secretariat, New Delhi.
7. Director General Employment Training.
8. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
9. All attached and sub-ordinate offices of DOPT.
10. Ministry of Railways/Department of Financial Services/Department of Public Enterprise/Department of Atomic Energy/Department of Space/Department of Electronics/Department of Non-Conventional Energy Sources.
11. NIC for placing this information on the website of DOPT.

No.14024/2/96-Estt.D  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)

New Delhi - 110001  
November 9, 2005

Office Memorandum

Subject: Recruitment of staff through Employment Exchange- need for advertisement -regarding.

The undersigned is directed to refer to the Department of Personnel and Training Office Memorandum of even number dated 18<sup>th</sup> May, 1998 (copy enclosed) on the above noted subject and to say that pursuant to the judgment of Hon'ble Supreme Court in the case of Excise Superintendent, Malkapatnam, Andhra Pradesh V/s. K.B.N. Visweshwara Rao & Ors [1996 (6) SCALE 676], the earlier policy of making a selection only through the Employment Exchange in respect of posts for which recruitment is not made through regular selection bodies viz. UPSC/SSC etc. was reviewed and it was decided that in respect of such posts, in addition to notifying the vacancies to the Employment Exchange, the requisitioning authority/ establishment shall also arrange for the publication of the recruitment notice in the "Employment News/Rozgar Samachar" and also display the recruitment notice on the Office Notice Board and then consider the cases of all the candidates.

2. As per the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959 and the Rules framed thereunder, vacancies in the posts of technical and scientific nature carrying a basic pay of Rs. 1400/- (pre-revised) or more per month occurring in (a) establishments in respect of which the Central Government is the appropriate Government under the Act and (b) vacancies which an employer may desire to be circulated to the Employment Exchanges outside the State or Union Territory in which the establishment is situated, are to be notified to the Central Employment Exchange. As per the procedure adopted by Central Employment Exchange, such vacancies are being advertised in the Employment News/Rozgar Samachar.

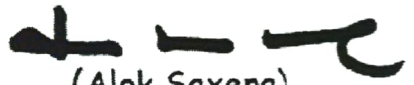
3. Therefore, instances have been reported where the vacancies already advertised by the concerned authorities in terms of DoPT Office Memorandum dated 18<sup>th</sup> May, 1998 *ibid* were also advertised by the Central Employment Exchange, thereby, leading to publication of the same set of vacancies twice in the Employment News/Rozgar Samachar.

4. The matter has accordingly been examined in consultation with the Ministry of Labour, Dte General of Employment and Training and the Ministry of Law. In partial modification of DoPT Office Memorandum of even number dated 18<sup>th</sup> May, 1998, it has now been decided that for vacancies, which are not filled through UPSC/SSC etc. and for which a reference is to be made to the Central Employment Exchange, advertisement for publication in the Employment News/Rozgar Samachar shall be issued by the Central Employment Exchange only and not by the concerned employer organisation. Candidates, whether registered with the local employment exchange or not, who respond to the advertisement issued by the Central Employment Exchange, will however, be required to apply directly to the employer organisation in the format prescribed in the advertisement to be issued by the Central Employment Exchange.

5. However, where the vacancies are required to be reported only to the local employment exchange, in addition to advertisement, such vacancies shall continue to be advertised in the Employment News/Rozgar Samachar by the employer organization.

6. The recruitment notices shall, however, be displayed on the Office Notice Board in all cases, as before.

7. This order takes effect from date of issue of the order.

  
(Alok Saxena)  
Director (Estt)

To

All Ministries/Departments of Govt. of India

Copy to:-

1. All State Governments /Union Territory Administrations.
2. Office of C&AG.
3. Secretary, UPSC .
4. Staff Selection Commission, CGO Complex, New Delhi
5. Lok Sabha Secretariat, New Delhi
6. Rajya Sabha Secretariat, New Delhi
7. Director General Employment & Training w.r.t. their letter no. DGET- U-11011/9/2001-EE.1 dated 7<sup>th</sup> October., 2005
8. Secretary, National Council(JCM), 13, Ferozeshah Road, New Delhi
9. All attached and sub-ordinate offices of DOPT
10. Ministry of Railways/Department of Banking/Department of Public Enterprises/Department of Atomic Energy/Department of Space/Department of Electronics/Department of Non-Conventional Energy Sources..
11. NIC for placing this information on the web site of DOPT.
12. Facilitation Centre, DOPT (with 20 spare copies).
13. Estt D- 200 spare copies

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No.14024/2/96-Estt.(D)  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Personnel & Training

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New Delhi-110001,  
May 18, 1998.

OFFICE MEMORANDUM

SUBJECT:- Recruitment of staff through Employment Exchanges.

The undersigned is directed to invite a reference to this Department's Office Memorandum No.14024/2/77-Estt(D) dt. 13.4.1977. These instructions, inter-alia, provide that all vacancies arising under Central Government offices/establishments (Including quasi-Government institutions and statutory organisations) irrespective of the nature and duration ( other than those filled through UPSC), are not only to be notified to, but also to be filled through the Employment Exchanges alone and other permissible sources of recruitment can be tapped only if the Employment Exchange concerned issues a Non-availability Certificate. There can be no departure from this recruitment procedure unless a different arrangement in this regard has been previously agreed to in consultation with this Department and the Ministry of Labour (Directorate General, Employment & Training). Similar instructions are also in force requiring vacancies against posts carrying a basic salary of less than Rs. 500/- per month in Central Public Sector Undertakings to be filled only through Employment Exchanges.

2. The Scheme of Employment Exchange Procedure came under the judicial scrutiny of the Supreme Court in the matter of Excise Superintendent, Malkapatnam, Krishan District, Andhra Pradesh v/s. K.B.N. Visweshwara Rao & Ors (1996 (6) SCALE 676). The Supreme Court, inter-alia, directed as follow:-

“It would be mandatory for the requisitioning authority/establishment to intimate the employment exchange and employment exchange should sponsor the names of the candidates to the requisitioning Departments for selection strictly according to seniority and reservation, as per requisition. In addition, the appropriate Department or undertaking or establishment, should call for the names by publication in the newspapers having wider circulation and also display on their office notice boards or announce on radio, television and employment news bulletins and then consider the cases of all the candidates who have applied.”

3. Accordingly, it is clarified that in addition to notifying the vacancies for the relevant categories (excluding those filled through the Union Public Service Commission / the Staff Selection Commission) to the Employment Exchange, the requisitioning authority / establishment may keeping in view administrative / budgetary convenience, arrange for the publication of the recruitment notice for such categories in the “Employment News” published by the Publications Division of the Ministry of

Information and Broadcasting, Government of India and then consider the cases of all the candidates who have applied. In addition to the above, such recruitment notices should be displayed on the office notice boards also for wider publicity.

4. These orders will take effect from the date of issue and will not apply to such cases where process of recruitment through employment exchanges / open advertisement has been initiated before the said date.

5. All Ministries / Departments are requested to strictly adhere to the aforesaid instructions and also bring to the notice of their attached and sub-ordinate offices for information and compliance.

Sd./-  
(HARINDER SINGH)  
JOINT SECRETARY

To:-

All Ministries/Departments of Government of India

Copy to:-

- 1) The Director General, Employment and Training, Ministry of Labour, Rafi Marg, New Delhi.
  - 2) The Bureau of Public Enterprises, New Delhi.
  - 3) Lok Sabha Secretariat.
  - 4) Rajya Sabha Secretariat.
  - 5) Union Public Service Commission.
  - 6) Staff Selection Commission.
  - 7) Chief Secretaries, All State Governments.
  - 8) All Union :Territory Governments/:Administration.
  - 9) All attached & Subordinate Offices of the Department of Personnel & Training.
  - 10) The Editor, Employment News, East Block-IV, Level 5-7, R.K.Puram, New Delhi-110066.
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