

Administration of  
Dadra and Nagar Haveli(UT)  
Department of Employment Exchange,  
Silvassa.

: **CITIZENS CHARTER** :

The department is pleased to present this “ Citizen Charter” of the Department of Employment, Dadra and Nagar Haveli with an aim that the services and functions of the department should reach and benefit to the level of an unemployed educated/uneducated youths by registration and sponsoring of names to the Government public and private establishments with the UT. of DNH in a speeditious manner.

Employment Exchange, Dadra and Nagar Haveli has been functioning Since **1982**. Employment Exchange, has been registering the names of the unemployed youths of Dadra and Nagar Haveli and sponsoring the names to the Govt. public/ private enterprises when notification of vacancies are received by this Employment Exchange. The names of unemployed youths are sponsored in accordance with guidelines contained in the National Employment service Manual-I, & II, Ministry of labour.

: **Procedure of Registration** :

1. To apply in a proper application form Biodata form for registration.
2. To apply with necessary original certificates and documents of the Highest Education Qualification.
3. To meet and hand over the documents to the concerned official in office of Employment Exchange,
4. For clarification or in case of any problem please contact to the Employment Officer, Dadra and Nagar Haveli, Silvassa.
5. Please contact concerned official for obtaining blank application form during the scheduled time for the registration of names and addition of qualification and experience etc.

6. Time schedule for public dealing in working days

a) 11.00 a.m. to 01.00p.m. : Receipt of original document for registrations/additional entry of educational qualification and renewal of Registration Cards.

b) 02.00 p.m. to 05.00 p.m. : Delivery of Registration Cards with original certificates and

c) The department is open to all through out the working days for hearing public Grievances.

Kindly refer to Annexure for documents required for registration of the names of unemployed youths, addition of education qualification/experience etc.

ANNEXURE:- EMPLOYMENT OFFICE, DADRA AND NAGAR HAVELI, SILVASSA

Sr. No.	Description of Service	Eligibility of applicant	Forms & documents to be enclosed	Time of disposal
(1)	(2)	(3)	(4)	(5)
1.	Registration of the names of unemployed youths.	1. Resident of Dadra and Nagar Haveli. 2. In case of transfer Resident certificate of more than six month and transfer certificate from concerned Employment Exchange from where applicant has come 3. Age should be not less than 18 years. 4. Should not be registered with any other	Original of a).Domicile certificate of the candidate b)School Leaving Certificate. c)Educational qualification certificate d) Cast certificate in case of SC/ST/OBC	Same day/Three days

		Employment Exchange.		
2.	Sponsoring the names of candidates after receiving the notification of vacancy from Govt./ public Enterprises	1. Requirement form Notifying Agency	The requirement should be submitted in prescribed format compulsory Notification of vacancies Act 1959	A week/ during the period mentioned in notification of vacancies.
3.	Renewal of names of candidates whose names are registered with Employment Exchange DNH	During the last month of Expiry of Registration or during the following month of expiry of registration.	Original Registration Card of candidate	Three days
4.	Addition of Educational qualifications and, experience, if any of the candidate	Original copy of Additional Educational qualification /Experience Certificate of candidate	Original Registration Card and Additional qualification Marksheet/Experience certificate in original	Three days

**Contact Persons/Officer :**

Employment Officer,  
Dadra and Nagar Haveli,  
Silvassa, Ph. 0260-2642121.  
Pin. 396230.  
Email Address : emplysilvassa@gmail.com

Sd/-  
Employment Officer,  
Dadra and Nagar Haveli,  
Silvassa.