

GOVERNMENT OF WEST BENGAL
Labour department

R E S O L U T I O N

No. 1502-GE
G/1B-21/2007

Dated Kolkata 1st August 2007

Emerging trend of the Employment Market predicts a situation where the demand for the unskilled people would fall and that for skilled people would rise. The issue of enhancement of employability of the registered job-seekers to keep pace with the demand of the present Employment Market has been receiving attention of the State Government. After careful consideration of the matter and the limitation of the State Government in respect of resources available, the Governor has been pleased to introduce the “Scheme for Skill Development for the Registered Job-seekers” with immediate effect.

PRELIMINARY:

The objective of the scheme is to assist the job-seekers, registered with the Employment Exchanges in West Bengal in skill-upgradation for enhancement of their employability. The schemes includes providing training in the selected Institutes on some specified courses/subjects with subsidy, organising Mock-Tests for various competitive examinations and Vocational Guidance/Counselling programmes for assessment of their abilities and enlighten them regarding the possible opportunities available in the Employment Market. The aim is to develop and upgrade the skill of the job-seekers as per the present demand of the Employment Market. **There will be no job guarantee after completion of the training course.**

TITLE OF THE SCHEME:

The scheme would be known as the “**Scheme for Skill Development for the Registered Job-seekers**” of the Employment Exchanges in West Bengal.

DEFINITIONS:

In this scheme unless the context otherwise requires,

- i) ‘**Skill**’ means technical knowledge, both theoretical and practical in any trade/job.
- ii) ‘Registered **Job-seeker**’ means a person who is validly registered with any Employment Exchange in West Bengal.
- iii) ‘**Applicant**’ means a person who is voluntarily registered with an Employment Exchange and applies for any benefit or service under this Scheme.
- iv) ‘**Aptitude**’ refers to a pattern of a behaviour and present condition of abilities that is indicative of an individual’s future attainments, provided appropriate opportunities of training and expression are offered.
- v) ‘**Vocational Guidance**’ means assistance given to an individual in solving problems relating to his vocational planning and occupational choice and the process with due regard to the individual’s characteristics and their relation to occupational opportunities.

vi) 'Mock **Test**' means making arrangement to provide applicants adequate exercise in preparing for and facing competitive exams/interviews and in identification of their shortcomings.

vii) '**Training**' means undergoing a course of some duration on any subject including technical trade under the scheme on completion of which a certificate will be issued by an authority approved by the Govt.

viii) '**Prescribed**' means prescribed by instructions issued in this connection by the State Government/ Directorate of Employment, West Bengal.

ix) '**State Government**' means Government of West Bengal in the Labour Department.

THE ACTIVITIES UNDER THE SCHEME:

The scheme shall include three activities: -

- a) Providing **training** for registered job-seekers through selected Institutions, certification thereof and disbursement of subsidy for such training programmes upto a maximum amount of **Rs. 5000/- or 50% of the course fee** whichever is less.
- b) Organising **Mock-Test** for the job seekers and help them to assess their shortcomings.
- c) **Vocational Guidance/ Counselling** of the jobseekers for assessment of their abilities and enlighten them regarding possible opportunities available in the job market.

COVERAGE:

The scheme will cover the entire State of West Bengal.

IMPLEMENTING AUTHORITY:

The Directorate of Employment, West Bengal shall implement the scheme and the Regional Deputy Directors of Employment will act as the 'Nodal Officer' in the Districts.

STATE LEVEL ADVISORY & TECHNICAL COMMITTEES:

The State Govt shall constitute a **State Level Advisory Committee** by issuing a notification.

1. The State level Advisory Committee shall consist of: -

- Minister-of-State, Labour Department, Govt. of West Bengal : Chairman
- Principal Secretary/Secretary to the Govt. of West Bengal, Labour Department : Vice Chairman
- Secretary to the Govt of West Bengal, Technical Education & Training Department : Member
- Director of Employment, West Bengal : Member Convenor
- Joint Secretary Finance Department : Member
- Special Secretary /Joint Secretary Labour Department (Employment) : Member
- Director Technical Education & Training - Member
- Secretary, West Bengal State Council of Technical Education : Member
- Director of Industrial Training : Member
- Secretary, West Bengal State Council of Vocational Education & Training : Member

- Additional/Joint Director of Employment (in charge of the Scheme) : Member
- Representatives of three Employers' Associations (to be nominated by the State Govt.) : Member
- Representatives of three Youth Organizations (to be nominated by the State Govt) : Member

2. The State Govt shall also constitute another State Level Committee named as **State Level Technical Committee**. This Committee shall consist of: -

- Principal Secretary/Secretary to the Govt. of West Bengal, Labour Department - Chairman
- Secretary to the Govt of West Bengal, Technical Education & Training Department or his representative - Member
- Special. Secretary / Joint Secretary (Employment) Labour Department - Member
- Director of Employment, West Bengal -Member
- Secretary, West Bengal State Council of Technical Education - Member.
- Director of Industrial Training - Member
- Secretary, West Bengal State Council of Vocational Education & Training - Member
- Additional/Joint Director of Employment (in charge of the Scheme)-Member Convenor

DISTRICT LEVEL MONITORING COMMITTEE:

High Power Committee at the District level; as constituted by the Labour department in resolution no 238-IR dated 14.3.2007 shall oversee and monitor the scheme in each district.

POWER & FUNCTIONS OF THE STATE AND DISTRICT LEVEL COMMITTEES:

The District Level monitoring Committee for the scheme for skill development of the registered job-seekers will function as per guidelines, as detailed in resolution no. 238-IR DT. 14/03/2007 of Labour Department, Govt. of West Bengal.

The State Level Advisory Committee shall review performance / progress of the Scheme. This committee will also advise the State Govt./ State Level Technical Committee and the Director of Employment regarding any matter connected with the Scheme.

The State Level Technical Committee will decide matters relating to: -

- Selection of Trades / Courses for which training shall be imparted.
- Selection of Institutes where such training shall be conducted.
- The manner in which the applicants would apply for such training.
- Relaxation of the eligibility conditions, candidate's contribution, etc. in some special cases.
- Selection of Agencies for Evaluation / Certification after the Training.
- Selection of Agencies for Mock-Test, Special Coaching if any.
- Selection of Agency for Vocational Counselling if any.
- Career literatures to be prepared for Vocational Guidance.
- Places of Career Corner, selection of NGOs and books, journals or other materials required for running such career corners.
- Cost to be incurred to meet the infrastructural requirement of such corners.
- Implementation of the Mock Test & Vocational Guidance Programme including financial aspects such as:
 - 1) Fixation of rates of honorarium for outside resource persons for taking special coaching classes, setting question papers for Mock Tests and evaluating each answer sheet etc.

- 2) Fixation of rates for outsourcing the whole capsule of objective & subjective mock tests by any agency.
 - 3) Fixation of rates to be paid to the Agency for special coaching.
 - 4) Fixation of rates for vocational counselling of each applicant if the work is to be done by any agency/resource person.
 - 5) Cost to be incurred for the counselling work.
- Any matter referred by the State Level Advisory Committee or by any District Level monitoring Committee.

The State Level Technical Committee may also design any special short-term course on any vocation including fixing up of further eligibility criteria in addition to that specified under the scheme.

MANAGEMENT OF THE SCHEME: -

A cell will operate in the Directorate of Employment, W.B. under supervision of one Additional/Joint Director of Employment with suitable Officers, supporting staff and other facilities to administer the scheme. This cell will design different forms subsequently, for maintaining records for the purpose of implementation of the scheme.

Necessary fund shall be placed to the Director of Employment who is authorised under the scheme to accord financial sanction and release of fund as and when necessary to the Deputy Directors of Employment and incur various expenditures in connection with Mock Test & Vocational Guidance under the scheme.

The State Government will, from time to time, review the working of the scheme and take such steps as may be considered necessary.

PART- I

PROVIDING TRAINING FOR REGISTERED JOB-SEEKERS

1. SELECTION OF INSTITUTIONS & TRADES:

The State Level Technical Committee will have the power to select the list of Trades on which the training will be imparted. Regarding selection of Institutes, the prospective Institutes will apply to the Director of Employment. After initial scrutiny, the Director of Employment will place the list before the State Level Technical Committee for final selection. The District Level Committee may however initiate a proposal for the selection of Institutes as per local availability and forward the same to the State Level Technical Committee through Director of Employment for consideration.

2. ELIGIBILITY FOR TRAINING & APPLICATION THEREOF:

A Jobseeker is eligible to apply for training under the scheme provided:

- i) He / She is Registered with the Employment Exchange for at least five years.
- ii) Minimum age limit for the training will be Twenty-Two years (22 yrs.).
- iii) He / She has to contribute 50% of the course fee (including evaluation cost).

iv) Candidates once received training under this scheme will not be eligible to apply for training within three years.

Subject to fulfilment of the above criteria, jobseekers will apply to the Institute where they intend to be admitted under this scheme in the prescribed Application Form in response to the advertisement/notice to be made in this regard.

No. 106 – Emp

date – 31.07.2008

Revised eligibility criteria

- 1) **Registered with Employment Exchanges for at least 2 (two) years in lieu of 5 years**
- 2) **Minimum age limit to obtain training will be 20 (twenty) years instead of 22 (twenty two) yrs**

3. SELECTION OF TRAINEES:

The Institutes will select the trainees. However, if the number of applications received by an Institute is more than the 'seats available' for a particular trade, the Institute will select candidates as per **seniority** of registration as **mentioned in the Application Form**. If there is more than one applicant with same seniority of registration, candidate having higher age will be selected as per existing norms.

4. TRAINING, EVALUATION & CERTIFICATION:

Training is to be given by recognised Private/ Public Institutes selected by the State Level Technical Committee. In order to ensure quality of training, evaluation and certification of the trainees will be done by a third party like NCVT / WBSCTE or Institutions/Agencies/Authorities as may be approved by the State Level Technical Committee. In the evaluation process, however, the involvement of the Employers' Association/ Organization would be encouraged.

PART- II

MOCK TEST FOR THE REGISTERED JOBSEEKERS

This will include the following activities: -

a) Organising Objective type tests

Directorate of Employment will conduct **MOCK TEST** for different competitive examinations for the target groups having requisite qualification. Questions (Objective Types) for such mock tests will be prepared by the officials of the Directorate of Employment. Outside resource persons / agencies finalised by the State Level Technical Committee may also be involved.

b) Organising Subjective tests

Employment Directorate will prepare questions of tests subjective in nature along with some resource persons and the resource persons will evaluate the answer sheets.

The entire process of organising the Mock Test, both objective and subjective may be entrusted to an outside Agency. The list of such outside Agencies shall be finalised by the State Level Technical Committee. The Nodal Officers in the districts will co ordinate and monitor the whole process.

PART – III

VOCATIONAL GUIDANCE/COUNSELLING OF THE JOB SEEKERS

This will include the following activities:-

- a) **Special Coaching for competitive Exams-** The Directorate of Employment, W.B. will arrange special coaching for the job-seekers preparing for competitive Exams by inviting specialised resource persons from reputed institutions along with the Directorate Officials. The whole task of ‘special coaching’ may however be outsourced to some Agency/NGO.
- b) **Preparation of career literatures-** The Central VG Unit of the Directorate of Employment will prepare career literatures for the purpose of dissemination of vocational information among the job-seekers.
- c) **Establishment of Vocational Counselling Bureau** – Vocational Counselling Bureau may be established one at each district where strength and weaknesses of the interested candidates will be evaluated by using scientific tools and techniques so as to make the jobseeker aware of his potentialities and shortcomings and help him/her in preparing the vocational plan accordingly.
- d) **Establishment of Career Corners-** Career Corners in different regions will be established to make the jobseekers aware of the employment market and availabilities of various courses. The thrust will be to **decentralise** the VG Activity of the Directorate of Employment and to disseminate the information relating to Vocational World to the interior part of the State. Different NGOs may be involved for this purpose. Mobile career corner may also be used.

SELECTION OF RESOURCE PERSONS/ OUTSIDE AGENCIES & APPLICATION PROCEDURE FOR MOCK-TEST AND VOCATIONAL GUIDANCE & COUNSELLING.

The Nodal Officer shall arrange suitable resource persons with the approval of the Director of Employment. The Nodal Officer may also, with the approval of Director of Employment, entrust organization of such mock tests/special coaching/vocational counselling to an outside Agency from the list finalised by the State Level Technical Committee.

Notices will be displayed in the Employment Exchanges for Mock-Tests / Vocational Guidance. The registered job-seekers will apply to the local employment Exchange in the prescribed format. The list of applicants will be finalised by the Deputy Directors of Employment in the districts on the basis of maximum number of applicants who can be accommodated in mock tests/special coaching/vocational counselling as the case may be, with due regard to their seniority of registration.

PAYMENT PROCEDURE

For providing training for registered job-seekers:

Fifty percent of the course fee will have to be paid by the applicant direct to the Training Institute. Balance 50% of the course fee (inclusive of evaluation cost) subject to a **ceiling of Rs 5000/-** per trainee shall be provided by the Govt of West Bengal on the basis of prescribed documents to be submitted by the Institutions.

The training Institute will submit their claims for Govt. grant to the Deputy Director of Employment in the districts in the prescribed format along with documents like list of names of admitted candidates, details of payments received from each of the trainee etc. The Deputy Directors of Employment shall forward the claims of the Institutes after due verification to the **Director of Employment, West Bengal who is authorised under the scheme to accord financial sanction and release of fund as per requirement as and when necessary.** Deputy Directors of Employment will submit the required bill to the concerned Treasury / Pay & Accounts office and shall make payment to the Training Institutes. Deputy Directors shall also maintain all necessary records with due regard to the Accounting Procedure for the purpose of Audit before release of the Govt. Grants.

For organising Mock-Tests and Vocational Guidance/ Counselling:

The resource persons / outside agencies related to mock tests, special coaching classes and vocational counselling will submit their financial claim as per rate fixed by the State Level Technical Committee to the Deputy Directors of the Districts who shall forward such claims after due verification, to the Director of Employment, West Bengal, who is authorised under the scheme to accord financial sanction and release of fund as per requirement as and when necessary. Deputy Directors of Employment in the districts will also maintain necessary records with due regard to the Accounting Procedure for the purpose of Audit before release of such payment.

ORDER

Ordered that this resolution be published in the Official gazette and a copy of the same be sent to the Director of Employment, West Bengal & others. The order is issued with the concurrence of the Finance (Audit) Department vide their U.O. No. 157 Group 'L' dated 23.05.2007 read with U.O. No. 194 Group 'L' dated 11.07.2007.

By order of the Governor,

Sd/- S.K.Das
Principal Secretary to the
Govt. of West Bengal.