

REGISTRATION & SPONSORING CANDIDATES FOR EMPLOYMENT:

For Registration the following categories of persons will be treated as those who normally reside in a particular locality:

1. the permanent residents.
2. the outsiders who have resided in the locality for more than 12 years. The registration of candidates belonging to this category shall be allowed for registration on production of necessary certificate from the local Tahasildar.
3. regular employees either of Government or Public Sector or Private Sector and his or her spouse and his/her/dependants(viz; children, dependent brother or sister who normally reside with him or her).
4. for the purpose of registration of the orphans/destitutes in the Employment Exchanges, the followings shall be considered :
 - (a) The orphanages/destitutes Homes controlled by Government/Non-Government registered organisation shall be the permanent address of the residing orphans/destitutes.
 - (b) The Certificate issued by the Matrons/Caretakers/Superintendents or Head of the Destitute homes/ orphanages and duly authenticated and countersigned by the respective District Social Welfare Officer in case of residents of all such Institutions shall be treated as the proof of their residence.
 - (c) The name of Father or Mother whichever is available, shall be recorded at the time of registration instead of father only. In case of non-availability of information on father and mother the inmates "name shall be registered with a mention" "C/o – The Superintendent/Matron of the Destitute Home/Orphanage" as the case may be.

A sample Registration Form:

Schedule XL-Form No.1

3. Date Renewal	X-I						PY	I.C.I.R.	
	1. Regn. No.	5. Date/Year of Birth	7. (a) Recommended Occupation			8. N.C.O. No.			
	2. Date of Regn./ re-regn.	6. M.W.S.	7. (b) Alternative Occupation						
	4. (a) Name in full (Block letters)	13. General and Technical Education Qualification/details of apprenticeship served.							
	4. (b) Father's name/ Husband's name	Exmn.(s) Passed	Subjects/ trade taken	Class/Divn./Grade	Institute	Date	Remarks		
	9. Religion								
	10. Whether SC or ST..... if so, sub-caste								
	11.(a) Full Postal Address								
	11. (b) Permanent Home Address	16. Record of employees including self employment							
	12. Minimum salary Local Outside	14. Whether willing to work anywhere. If so, state limitation	Name of employment	Nature of work	From	To	Pay on leaving	Remarks	
	15. Special Qualification								
17. Languages	R	S	W	18. Physical Fitness Eye sight Height Weight Chest Disability, if any		19. Whether willing to join Armed Forces Yes. No.		20. For ex-Serviceman only Name of force Rank Regimental/Service Number Date of enrolment Date of discharge Character Reasons for discharge	
21. The information recorded has been read over to by me and I certify it to be true (Signature of thumb impression)									
23. Record of submissions									
Date of call letter	Date called	Date Submitted	O.C. No.	N.C.O.	Employees/ Vacancy Exchange	Result and Remark		22. For Official use	
								24. Regn/Re-Regn. Checked	25. Transferred to Dead Register
								Date	Reason

For sponsoring of candidates submission is made to the requisitioning authority on a 1:40 ratio basis. Candidates are sponsored strictly according to seniority, eligibility and reservation etc. as per vacancy requisition.

RESOLUTION ON SPONSORING OF CANDIDATES :

Government of Orissa, Labour & Employment Department Resolution on sponsoring of candidates to the services/posts coming under the EE CNV Act.1959 is placed below.

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No. 947 CUTTACK, THURSDAY, JULY 1, 1999/ASADHA 10, 1921

No.7693-IIE-3-28/98-LE.,
GOVERNMENT OF ORISSA
LABOUR & EMPLOYMENT DEPARTMENT

RESOLUTION

The 8th June 1999

SUBJECT- Procedure on Recruitment of Candidates to the Services/Posts coming under C.N.V. Act, 1959.

The Scheme of Employment Exchange Procedure came under Judicial Scrutiny of the Supreme Court in the matter of Excise Superintendent, Malkapatnam, Krishna District, Andhra Pradesh Vrs. K.B.N. Visweshwara Rao and others [1996 (6) SCALE 676]. The Supreme Court inter alia directed as follows:-

“It should 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”.

2. Consequent upon the above decision of the Supreme Court, the Government have been pleased to liberalise the system of recruitment and to dispense with the requirement of compulsory sponsoring of candidates in the relevant fields by the employment exchanges in the following manner:-

- (i) Notification of vacancies (excluding those filled through the O.P.S.C./Orissa Staff Selection Commission or such other Independent Agency authorised by the Government) to the employment exchange concerned with continue to be compulsory in all prescribed instances. The Employment Exchange will sponsor the names of the candidates to the requisitioning authority/establishment for selection strictly according to seniority and reservation, as per requisition. In addition, the appropriate Department or undertaking or establishment will call for the names by publication at least in two leading newspapers having wider circulation in the State for two consecutive days and also display on their notice boards or announce on radio, television and employment news bulletins, and then consider the cases of all the candidates who have applied and sponsored by the Employment Exchanges. For this and other approved purposes, all the prescribed

registers and lists will continue to be maintained in the Employment Exchanges in the regular manner as of now.

- (ii) The Employer shall not entertain any application from any candidates in response to any advertisement or notices for a post unless the candidate has a valid registration certificate from any employment exchange in the State for the State Level Services or posts and from any employment exchange of the district for the District Level Services or posts. It will also be the responsibility of the employer to get this verified before actual recruitment. Thus in this fundamental regard the recruitment of the existing system are to continue strictly and without exception where they are applicable.
 - (iii) After any such direct recruits being made from the open market, the employer shall intimate the concerned employment exchange the details of the candidates selected against the vacancies 60 advertised within 15 days of issue of the appointment order without fail. Non-compliance with this provision shall be viewed unfavourably by the Government.
 - (iv) The Welfare Department would continue to inspect records of the employers regarding proper maintenance of Roster Points in case of appointment of candidates belonging to the Scheduled Castes and Scheduled Tribes categories. Recruitments prescribed under various Government orders for preferential recruitment of any other category of persons (e.g. the Physically handicapped, Ex-Serviceman, Sportsman, Women, S.E.B.C. etc.) are also to remain unaffected by this resolution.
 - (v) Any appointment made in violation of the principles laid down in this Resolution shall be viewed illegal and render the selection made through such violation as, invalid and infructuous.
3. These provisions are applicable to the services/posts under the State Government, Public Sector Undertakings owned by the State Government and Autonomous Bodies controlled by the State Government coming under the purview of the Employment Exchanges (C.N.V) Act, 1959.
4. These order will take effect from the date of issue in the extraordinary Gazette and will not apply to such cases where process of recruitment through Employment Exchange/open advertisement has been initiated.
5. This modifies this Department Resolution No.1571-IIIE/3069/89-L.E., dated the 7th February 1990 and Resolution No.5639-IIIE/3-13/92-L.E., dated the 27th April 1992 to the above extent.

ORDER- Ordered that the resolution be published in an extraordinary issue of the State Gazette for information and copies thereof be sent to all Departments of Government/all Heads of Department/all Revenue Divisional Commissioners/all Collectors and all Public Sector undertakings.

By order of the Governor
G.N.PEGU
Commissioner-cum-Secretary to Government.