

GOVERNMENT OF WEST BENGAL
LABOUR DEPARTMENT
EMPLOYMENT CELL
Writers' Buildings, Kolkata-700001

No. 165-Emp./3E-07/2006

Dated : 03-11-2006

From : Sri T. K. Bhattacharyya,
Joint Secretary to the
Government of West Bengal.

To : The Director of Employment, West Bengal,
67, Bentinck Street,
Kolkata - 700069.

Subject : Time-limit for disposal of circulated vacancies.

Sir,

In inviting a reference to your Office Circular No. 3E-3(Genl.) 2004/9914-100047(3) dated 30-09-2005 on the above noted subject, I am directed to say that in order to give a further impetus for quick sponsoring of names by the Employment Exchanges against vacancies in all categories of posts, excepting those recruitment whereto is based on suitability of candidates in terms of physical measurement viz: height, weight etc., the Government has since decided that consequent upon receipt of notification of vacancies there will be no initial screening at the level of Employment Exchanges and the practice of "calling up" of the candidates for ascertaining their willingness be dispensed with. In those categories of vacancies, seniority should be the main criterion for submission of names and sponsorship should be made as per requisition of the employing authority with due regard to the statutory provisions and executive orders in force.

I am also directed to inform you that the employing authority may be requested to verify the validity of the Employment Exchange Card and also do all initial scrutiny required.

The names should be sent to the requisitioning authorities within seven working days from the date of receipt of the requisitions.

The monthly reports sent by the Employment Exchanges should confirm that they have followed this procedure.

Dy. Directors in charge of the districts should visit Employment Exchanges under their jurisdiction and send a compiled report to the Director on submission of names by Employment Exchanges following the above guide lines.

Necessary instruction for compliance of the above modalities for sponsorship of candidates may be issued to all concerned.

The above decision of the Government will come into effect on & from 15-11-2006.

Yours faithfully,

~~Sd/illegible~~
Joint Secretary

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