

**THE JAMMU AND KASHMIR EMPLOYMENT
DEPARTMENTHAND BOOK
(RIGHT TO INFORMATION ACT,2005)**

SUMMER

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INTRODUCTION.FUNCTIONANDDUTIES:

1.1 BACKGROUND OFTHISHANDBOOK

The basic purpose of this Handbook is to facilitate the public to have easy access to the desired information pertaining to this Department.

1.2 OBJECTIVESOFTHEHANDBOOK

The objective of this Handbook is to provide the general public, employees and officers of all the Departments or any person or persons interested to get any information with regard to the functioning of the Employment Department in a transparent manner.

1.3 INTENDEDUSERSOFTHISHANDBOOK

This Handbook is intended for use of General Public, Departments, Civil Society whosoever is interested in getting any information about the J&K Employment Department.

1.4 ORGANIZATIONOF THEINFORMATIONINTHISHANDBOOK

This Handbook gives a broad overview of the activities carried on by the J&K Employment Department and the procedures to be followed for obtaining information from the Department under the Right to Information Act, 2005.

1.5 ActivitiesoftheDepartment.

The activities of the Department can broadly be defined as under:-

- **IssuanceofNOC**
- **Registrationofunemployedyouth.**
- **CareerCounselling&Guidance.**
- **CollectionofEmploymentMarketInformation.**
- **Registration of Self Help Group of EngineersSchemeand issuesrelatedthereto.**

1.6 RulesfordischargingFunctions.

J&K Employment Subordinate (Services) Recruitment Rules 2014, notified vide SRO No. 32 of 2014 dated: 12.02.2014.

1.7 SERVICEDELIVERYPARAMETERS

- i. Registrationofunemployedyouthand**
- ii. NoObjectionCertificatesunderPSGA.**

AVAILABILITY OF INFORMATION

Information under RTI Act of 2005 be obtained from official address of four PIOs (PIO's listed below):

1. For District Employment & Counselling Centres (DE&CC).

Jammu Division	Kashmir Division
Deputy Director, District Employment & Counselling Centre, Jammu 0191-2950378 (O)	Deputy Director, District Employment & Counselling Centre, Srinagar 0194-2310513 (O)
Assistant Director, District Employment & Counselling Centre, Rajouri 01962-263469	Assistant Director, District Employment & Counselling Centre, Anantnag 01932-222220
Assistant Director, District Employment & Counselling Centre, Poonch 01965-221531	Assistant Director, District Employment & Counselling Centre, Baramulla 01952-234328
Assistant Director, District Employment & Counselling Centre, Doda 01996-233506	I/C Assistant Director, District Employment & Counselling Centre, Kupwara 01955-252066
Assistant Director, District Employment & Counselling Centre, Kishtwar 01995-261018	Assistant Director, District Employment & Counselling Centre, Budgam 01951-255253
Assistant Director, District Employment & Counselling Centre, Ramban 01998-266746	Assistant Director, District Employment & Counselling Centre, Pulwama 01933-241218
Assistant Director, District Employment & Counselling Centre, Udhampur 01992-270234	Assistant Director, District Employment & Counselling Centre, Shopian 01933-261926
Assistant Director, District Employment & Counselling Centre, Reasi, 01991-244008	Assistant Director, District Employment & Counselling Centre, Ganderbal 0194-2146473
I/C Assistant Director District Employment & Counselling Centre, Kathua 01922-234816	Assistant Director, District Employment & Counselling Centre, Kulgam 01931260512
I/C Assistant Director, District Employment & Counselling Centre, Samba 01923-241939	I/C Assistant Director, District Employment & Counselling Centre, Bandipora 01957-225228

In case of any complaints/grievances you are welcome to register your complaints/grievances with the following officers:

S.No.	Complaints related to	Office and Officer with whom grievance to be registered
1.	UT level	Directorate of Employment (Director Employment, J&K)
2.	Divisional Level	1. Joint Directorate of Employment, Jammu. 2. Joint Directors, Employment, Kashmir.

All complaints will be acknowledged by us within 15 days and reply on the action taken will be communicated. This hand book is a joint effort between Employment Department and the public to improve the quality of service provided by us and we request you to help us in the following ways:-

- Inform us about the Online Registration problems, if any.
- Inform us about the problems, if any in issuance of No Objection Certificates.
- Provide suggestions wherever required for improving accountability, transparency and effective delivery of services in the most ethical manner.

View the website of the Department (<http://jakemp.nic.in>) for information about the organization.

Details of 1st Appellate Authorities (FAA) / Public Information Officers in the Employment Department.

A) First Appellate Authority (FAA)

1. For Directorate of Employment and for offices of Joint Directorates of Employment

Name of the Officer	Designation	Place of posting	Contact No.
Mr.Nissar Ahmad Wani, JKAS	Director Employment, J&K	Directorate of Employment, J&K Jammu/Srinagar	0194-2486827(S) 0191-2950377(J) 9419000124(M)

2. At Divisional Level for District Employment & Counselling Centres of Kashmir and Jammu Division.

Name of the Officer	Designation	Place of posting	Contact No.
<u>Jammu Division</u> Mr.Ashwani Kumar, JKAS	Joint Director, Employment,	Joint Directorate of Employment, Jammu	0191-2950378(O) 9596868664 (M)
<u>Kashmir Division</u> Ms.Zeenat Ara, JKAS	Joint Director, Employment,	Joint Directorate of Employment, Kashmir	0194-2479437(O) 9419063345 (M)

B) Public Information Officers (PIOs)

2. For Directorate of Employment

(i)Administration and Establishment.

Name of the Officer	Designation	Place of posting	Contact No.
Mr.Rajneesh Jerath ,JKAS	Deputy Director(Central)	Directorate of Employment, J&K Jammu/Srinagar	0194-2486827 (S) 0191-2950377 (J) 9419796935 (M)

3. For Joint Directorates of Employment

Name of the Officer	Designation	Place of posting	Contact No.
Mr.Ashwani Kumar, JKAS	Joint Director, Employment, Jammu	Joint Directorate of Employment, Jammu	0191-2433003(O) 9596868664 (M)
Ms.Zeenat Ara, JKAS	Joint Directorate of Employment,	Joint Directorate of Employment, Kashmir	0194-2479437(O) 9419063345 (M)

4. For District Employment & Counselling Centres (DE&CC).

Name of the Officer	Designation	Place of Posting	Contact No. and Mobile No.
Ms.Sheeba Inayat,JKAS	Deputy Director (Holding the additional charge of Deputy Director Employment)	District Employment & Counselling Centre,Budgam	01951-255253(O)01951-255253(F), 968216532 (M)
Mr.Rafiq Ahmad, JKAS	Deputy Director Employment,	District Employment & Counselling Centre,Poonch	01965-221531(O) 01965-221531(F), 7889878321(M)
Ms.Sheeba Inayat,JKAS	Deputy Director Employment,	District Employment & Counselling Centre,Srinagar	0194-2310513(O)0194-2310513(F),9682165329(M)
Mr. Zaheer Ahmad Kaifi, JKAS	Deputy Director Employment,	District Employment & Counselling Centre,Rajouri	01962-263469((O) 01962-263469((F), 9622288708 (M)
Mr. Mukhlis Ali, JKAS	Assistant Director Employment	District Employment & Counselling Centre, Jammu	0191-2950379(O) 0191-2950379(F), 9797555444 (M)
Mr. Mr. Adnan Tariq, JKAS	Assistant Director Employment	District Employment & Counselling Centre,Doda	01996-233506(O)01996-233506(F), 7889429040 (M)
Ms. Prinyaka Gupta, JKAS	Assistant Director Employment	District Employment & Counselling Centre,Udhampur	01992-270234(O)01992-270234(F),9622028869 (M)
Mr. Nowshad Anjum,JKAS	Assistant Director Employment	District Employment & Counselling Centre,Baramulla	01952-234328(O)01952-234328(F), 7006350581 (M)
Ms.Beenish Wani,JKAS	Assistant Director Employment,	District Employment & Counselling Centre,Ganderbal	0194-2146473(O)0194-2146473(F),7889752212(M)
Ms. Mumta Sudarshan,JKAS	Assistant Director Employment, (additional charge of AD)	District Employment & Counselling Centre,Kishtwar	01995-261018(O)01995-261018(F), 6006530429 (M)
Mr Amit Kumar, JKAS	Assistant Director Employment, (Additional charge of AD)	District Employment & Counselling Centre,Ramban	01998-266746(O)01998-266746(F), 9622367006 (M)
Ms. Rekhan Rani, JKAS	Assistant Director Employment	District Employment & Counselling Centre, Reasi	01991-244008(O)01991-244008(F), 7006266719 (M)
Ms. Hafsa Qayoom,ALC	Assistant Director Employment, (Additional charge of AD)	District Employment & Counselling Centre,Pulwama	01933-241218(O)01933-241218(F),9596090746(M)
Mr. Peer Zameer Ahmad, ALC	Assistant Director Employment, (additional charge of AD)	District Employment & Counselling Centre,Anantnag	01932-222220(O)01932-222220(F), 9797172356 (M)
Mr. Peer Zameer Ahmad, ALC	Assistant Director Employment, (Additional charge of AD)	District Employment & Counselling Centre,Kulgam	01931-260512(O)01931-260512(F), 9797172356 (M)
Ms. Rabia Iqbal, ALC	Assistant Director Employment,(Additional charge of AD)	District Employment & Counselling Centre,Bandipora	01957-225228(O)01957-225228(F), 9419169188 (M)
Ms. Shabnum Arif Mir (I/C AD)	Assistant Director Employment	District Employment & Counselling Centre,Kupwara	01955-252066(O)01955-252066(F),9419049738(M)
Ms. Hafsa Qayoom, ALC	Assistant Director Employment (Additional charge of AD)	District Employment & Counselling Centre,Shopian	01933-261926(O)01933-261926(F),9596090746(M)
Ms. Roopali Gandotra, ALC	Assistant Director Employment, (Additional charge of AD)	District Employment & Counselling Centre,Kathua	01922-234816(O)01922-234816(F), 9419138348 (M)
Ms. Sulekshana Thakur, I/C AD	Assistant Director Employment	District Employment & Counselling Centre,Samba	01923-241939(O)01923-241939(F),9419250952(M)

Detailsof Post-wise in the EmploymentDepartmentandthedetails oftheir PayBands

Gazetted/Non-Gazetted

S.No.	Designation	PayScale
1.	Director	123100-215900
2.	Joint Director	78800-209200
3.	DeputyDirector	67700-208700
4.	AssistantDirector	50700-160600/56600-179800

Non-Gazetted

S.No.	Designation	PayScale
1.	SectionOfficer(Adm).	44900-142400
2.	StatisticalOfficer(Plg)	44900-142400
3.	Sr.Scale Steno	44900-142400
4.	Jr.Scale Steno	35600-112800
5.	Accountant	35600-112800/35800-113200
6.	EmploymentOfficer	35400-112400
7.	CareerCounsellingOfficer	35400-112400
8.	Head Assistant	35400-112400
9.	Sts. Assistant	35400-112400
10.	Accounts Assistant	29200-92300
11.	Sr. Assistant	29200-92300
12.	Jr. StatisticalAssistant	29200-92300
13.	Jr. Assistant	25500-81100
14.	KPO	19900-63200
15.	GestetnerOperator	29200-92300
16.	Chauffeur	35900-113500
17.	Driver	35400-112400
18.	Orderlies	14800-47100/19900-63200