

JAMMU AND KASHMIR EMPLOYMENT DEPARTMENT

Right to Information

Hand Book

**(Under Section 4(b) of the
J&K Right to Information Act, 2009**

THE Jammu And Kashmir EMPLOYMENT DEPARTMENT

HAND BOOK

(Under section 4 (b) of the J&K Right to Information Act, 2009)

SUMMER

Directorate of Employment, J&K 38A Samandar Bagh, Exchange Road, Srinagar-190001	<i>Ph: 0194-2475289</i> <i>(f) 0194-2486827</i> <i>(May to October)</i> diremp-jk@nic.in <u>diremp222@gmail.com</u>
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Directorate of Employment, J&K 2nd Floor Auqaf Complex Gandhi Nagar, Jammu-180004.	Ph: 0191-2430064 (f) 0191-2434480 (November to April) diremp-jk@nic.in <u>diremp222@gmail.com</u>

INTRODUCTION, FUNCTION AND DUTIES:

1.1 BACKGROUND OF THIS HAND BOOK

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

1.2 OBJECTIVES OF THE HAND BOOK

The objective of the 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 INTENDED USERS OF THIS HAND BOOK

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 ORGANIZATION OF THE INFORMATION IN THIS HAND BOOK

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, 2009.

1.5 Activities of the Department.

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

- **Registration of unemployed youth.**
- **Career Counselling & Guidance.**
- **Collection of Employment Market Information.**
- **Registration of Self Help Group of Engineers Scheme and issues related thereto.**

1.6 Rules for discharging Functions.

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

1.7 SERVICE DELIVERY PARAMETERS

- i. Registration of unemployed youth and**
- ii. No Objection Certificates under PSGA.**

1.8 AVAILABILITY OF INFORMATION

Information under J&K RTI Act can be obtained from official address of our officers (PIO's listed below):

<u>Jammu Division</u>		<u>Kashmir Division</u>	
1	Deputy Director Employment District Employment& Counseling Centre, Jammu. Phone No.:0191- 246633 District: Jammu	1.	Deputy Director Employment District Employment& Counseling Centre, Srinagar. Phone No.0194-2310513 District: Srinagar
2.	Deputy Director Employment District Employment& Counseling Centre, Udhampur Phone No.: 01992-270234 District: Udhampur	2.	Deputy Director Employment District Employment& Counseling Centre, Budgam Phone No.:01951-255253 District: Budgam
3.	Deputy Director Employment District Employment& Counseling Centre, Kathua Phone No: 01922-234816 District: Kathua	3.	Deputy Director Employment District Employment& Counseling Centre, Anantnag Phone No.:01932- 222220 District: Anantnag
4.	Deputy Director Employment District Employment& Counseling Centre, Doda Phone No.01996-:233506 District: Doda	4.	Deputy Director Employment District Employment& Counseling Centre, Pulwama Phone No.:01933-241218 District: Pulwama
5.	Deputy Director Employment Counseling Centre, &District Employment Poonch Phone No.01965-221531 District: Poonch	5.	Deputy Director Employment District Employment& Counseling Centre, Baramulla Phone No.:01952-234328 District: Baramulla
6.	Deputy Director Employment District Employment& Counseling Centre, Rajouri Phone No:01962-263469 District: Rajouri	6.	Deputy Director Employment District Employment& Counseling Centre,Kupwara Phone No.: 01955-252216 District: Kupwara
7.	Assistant Director Employment District Employment& Counseling Centre, Samba Phone No: 01923-2411939 District : Samba	7.	Deputy Director Employment District Employment& Counseling Centre, Leh Phone No. 01982-252249 District: Leh
8.	Assistant Director Employment District Employment& Counseling Centre, Reasi Phone No: 01991-244008 District : Reasi	8.	Deputy Director Employment District Employment& Counseling Centre,Kargil Phone No. 01985-232452 District: Kargil
9.	Assistant Director Employment District Employment& Counseling Centre, Kishtwar Phone No:01995-261018 District : Kishtwar	9.	Assistant Director Employment District Employment& Counseling Centre, Ganderbal Phone No: 0194-2416473 District : Ganderbal
10.	Assistant Director Employment District Employment& Counseling Centre, Ramban Phone No: 01998-266746 District : Ramban	10.	Assistant Director Employment District Employment& Counseling Centre, Bandipora Phone No: 01957-225228 District : Bandipora

		11.	Assistant Director Employment District Employment& Counseling Centre, Shopian Phone No: 01933-261926 District : Shopian
		12.	Assistant Director Employment District Employment& Counseling Centre, Kulgam Phone No: 01931-260512 District : Kulgam

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.	State level	Directorate of Employment (Director Employment, J&K)
2.	Divisional Level	Joint Directorate of Employment, Jammu/ Kashmir (Joint Directors, Employment Jammu/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.
- Inform us about the Self Help Group of Engineers.

Offer suggestions wherever required for improving accountability, transparency and effective delivery of services in the most ethical manner.

View the website of the Department (www.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. Ghulam Rasool Mir, KAS	Director Employment, J&K	Directorate of Employment, J&K Jammu/Srinagar	0194-2486827 (S) 0191-2430064(J) 9419011413 (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.
Kashmir Division Mr. Akramullah Tak, KAS	Joint Director, Employment, Kashmir	Joint Directorate of Employment, Kashmir	0194-2479437(O) 9419007503 (M)
Jammu Division Ms. Anu Behl, KAS	Joint Director, Employment, Jammu	Joint Directorate of Employment, Jammu	0191-2433003 (O) 9419101973 (M)

B) Public Information Officers (PIOs)

1. For Directorate of Employment

(i) Administration and Establishment.

Name of the Officer	Designation	Place of posting	Contact No.
Mr. Shahid Mehmood, KAS	Deputy Director Employment (Central)	Directorate of Employment, J&K Jammu/Srinagar	0194-2486827(S) 0191-2430064(J) 9469600005 (M)

(ii) Planning & Monitoring.

Name of the Officer	Designation	Place of posting	Contact No.
Mr. Mohammad Akbar	Deputy Director (Planning)	Directorate of Employment, J&K Jammu/Srinagar	0194-2486827(S) 0191-2430064(J) 9596849854 (M)

2. For Joint Directorates of Employment

Name of the Officer	Designation	Place of posting	Contact No.
1. Mr. Akramullah Tak, KAS	Joint Director, Employment, Kashmir	Joint Directorate of Employment, Kashmir	0194-2479437(O) 9419007503 (M)
2. Ms. Anu Behl, KAS	Joint Director, Employment, Jammu	Joint Directorate of Employment, Jammu	0191-2433003 (O) 9419101973 (M)

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

Name of the Officer	Designation	Place of posting	PIO for the office of	Contact No.
1. Mr. D.C. Bhatti	Deputy Director	District Employment & Counselling Centre, Kathua	DE&CC, Kathua	01922-234816(O) 9419246701 (M)
2. Mr. Rajiv Magotra	Deputy Director	District Employment & Counselling Centre, Jammu	DE&CC, Jammu	0191-2436633 (O) 9419297242 (M)
3. Mr. Saleem Ahmad	Deputy Director	District Employment & Counselling Centre, Rajouri	DE&CC, Rajouri	01962-263469(O) 9419170881 (M)
4. Ms. Shazia Kousar	Deputy Director	District Employment & Counselling Centre, Poonch	DE&CC, Poonch	01965-221531(O) 9469078512 (M)
5. Ms. Shaista Sultan	Deputy Director	District Employment & Counselling Centre, Doda	DE&CC, Doda	01996233506(O) 9797609393 (M)
6. Ms.Sakeena Bano	Deputy Director	District Employment & Counselling Centre, Anantnag	DE&CC, Anantnag	01932-222220 (O) 9419040335 (M)
7. Mr. Gh.Rasool Wani	Deputy Director	District Employment & Counselling Centre, Srinagar	DE&CC, Srinagar	0194-2310513 (O) 9419005078 (M)
8. Mr. Mansoor Ahmad	Asstt. Director	District Employment & Counselling Centre, Baramulla	DE&CC, Baramulla	01952-234328(O) 9797838380 (M)
9. Mr. Nisar Ahmad Wani,	Asstt. Director	District Employment & Counselling Centre, Kupwara	DE&CC, Kupwara	01955-252066(O) 9797162604 (M)
10. Ms. Hafsa Qayoom	Assistant Director	District Employment & Counselling Centre, Budgam	DE&CC, Budgam	01951-255253 (O) 9596090746 (M)
11. Mr. Abdul Raqib Bhat	Assistant Director	District Employment & Counselling Centre, Pulwama	DE&CC, Pulwama	01933-241218 (O) 9419003462 (M)
12. Mr. Mohammad Taqi	Assistant Director	District Employment & Counselling Centre, Leh	DE&CC, Leh	01982-252249(O) 99906743814 (M)
13. Mr. Mohammad Kazim	I/C Assistant Director	District Employment & Counselling Centre, Kargil	DE&CC, Kargil	01985-232452(O) 9419177195 (M)
14. Mr. Abid Hussain Shah	Assistant Director	District Employment & Counselling Centre, Shopian	DE&CC, Shopian	01933-261926 (O) 9596979798 (M)
15. Mr. Parvaiz Ahmad	Assistant Director	District Employment & Counselling Centre, Ganderbal	DE&CC, Ganderbal	0194-2146473 (O) 9419090049 (M)
16. Mr. Ghulam Rasool Malik	I/C Assistant Director	District Employment & Counselling Centre, Kulgam	DE&CC, Kulgam	01931260512 (O) 9697703074 (M)
17. Mr. Muneeb Umar	Assistant Director	District Employment & Counselling Centre, Kishtwar	DE&CC, Kishtwar	01995-261018 (O) 9419963224 (M)
18. Mr. Chandar Prakash Sharma	Assistant Director	District Employment & Counselling Centre, Ramban	DE&CC, Ramban	01998-266746 (O) 9419902446 (M)
19. Ms.Bhumika Sharma	Asstt. Director	District Employment & Counselling Centre, Udhampur	DE&CC, Udhampur	01992-270234(O) 9797655964 (M)
20. Mr. R.K.Raina	I/C Assistant Director	District Employment & Counselling Centre, Reasi,	DE&CC, Reasi	01991244008 (O) 9419630007 (M)
21. Ms. Shabnum Arif Mir	I/C Assistant Director	District Employment & Counselling Centre, Bandipora	DE&CC, Bandipora	01957-225228(O) 9622847348 (M)
22. Mr. Naresh Kumar	I/C Assistant Director	District Employment & Counselling Centre, Samba	DE&CC, Samba	01923-241939(O) 9419-212710 (M)

Details of Employees in the Directorate of Employment and the details of their Pay Bands

Gazetted / Non-Gazetted

S.No.	Name of the officer/official	Post held	Pay Band+ Grade holding (Pre-Revised)
1	Sh. Gh. Rasool Mir, KAS	Director Employment, J&K	15600-39100 (7600)
2	Sh. Shahid Mehmood Dar, KAS	Deputy Director Employment (Central)	15600-39100 (6600)
3	Sh. Mohd Akbar	I/C Deputy Director (P&S)	9300-34800 (4800)
4	Sh. Mohd Rafeeq Bhat, KAS	Assistant Director Employment	15600-39100 (5600)
5	Sh. Shiekh Abdul Rashid	I/C Assistant Director Employment	9300-34800 (5200)
6	Sh. Gh. Mohi-ud-din Rather	Assistant Accounts Officer	9300-34800 (4600)
7	Sh. Bharat Bushan Pandita	Statistical Officer (P&S)	9300-34800 (4600)
8	Smt. Jameela Bano	Section Officer (Adm)	9300-34800 (4600)
9	Sh. Qayoom Rehman Bhat	Senior Scale Stenographer	9300-34800 (4600)
10	Sh. Shuban Kumar Raina	Accountant	9300-34800 (4260)
11	Sh. Arif Mohd Bhat	Statistical Assistant	9300-34800 (4200)
12	Sh. Mohd Shafi Naikoo	Head Assistant	9300-34800 (4200)
13	Sh. Salinder Pal Singh	Head Assistant	9300-34800 (4200)
14	Sh. Reyaz Ahmad Wani	Senior Assistant	5200-20200 (2400)
15	Smt. Samina Kounser	Senior Assistant	5200-20200 (2400)
16	Sh. Farooq Ahmad Dar	Senior Assistant	5200-20200 (2400)
17	Sh. Akhtar Rasool Tantray	Junior Statistical Assistant	5200-20200 (2400)
18	Sh. Muzafar Ahmad Dass	Junior Statistical Assistant	5200-20200 (2400)
19	Ms. Naseema Sidiq	Data Entry Operator	5200-20200 (1900)
20	Sh. Bilal Ahmed Siraj	Data Entry Operator	5200-20200 (1900)
21	Smt. Kiran Kumari	Data Entry Operator	5200-20200 (1900)
22	Sh. Abid Majeed Wani	Junior Assistant	5200-20200 (1900)
23	Sh. Altaf Hussain Teeli	Chauffar	9300-34800 (4240)
24	Sh. Gowhar Majid Sofi	Chauffar	9300-34800 (4240)
25	Sh. Shabir Ahmed Malla	Driver	5200-20200 (2800)
26	Sh. Mushtaq Ahmad Chalak	Jamadar	5200-20200 (1900)
27	Sh. Ab Majid Wani	Jamadar	5200-20200 (1400)
28	Sh. Fayaz Ahmad Wani	Orderly	5200-20200 (1400)
29	Sh. Gajan Malik	Orderly	5200-20200 (1400)
30	Sh. Shabir Ahmad Lone	Orderly	5200-20200 (1300)
31	Sh. Mohammad Ashraf Sheikh	Orderly	5200-20200 (1300)