



Employment and Training – Employment Wing- Announcement 2018 – 2019 – Establishment of State Career Guidance Centre Rs.1,30,52,600/- (Rupees One Crore Thirty lakh Fifty two thousand and six hundred only) - sanctioned - orders – issued.

Labour and Employment (R1) Department

G.O. (Ms) No.140

Dated : 15.10.2018

விளம்பி, புரட்டாசி 29,

திருவள்ளூர் ஆண்டு 2049

Read:

Commissioner of Employment and Training, letter No.Thive/5569/2018, dated 07.05.2018 and 27.06.2018.

JD (C)
JD (CCS)
PI follows
24/10/18

ORDER:

During the Budget session 2018-19, the Hon'ble Deputy Chief Minister of Tamil Nadu announced the following in the floor of the Assembly:-

"A State level Career Guidance Centre' will be created which will network with the district level employment offices **through an online portal** and will connect job seekers, companies and private placement agencies. The Government will also offer counselling to unemployed persons, who are registered with employment offices and are drawing unemployment allowance, through district level placement facilitation centres and will train them under the skill development programme to improve their employability.

2. Based on the announcement, in the letter read above, the Commissioner of Employment and Training has sent the proposal for setting up of **'State Career Guidance Centre'** which would function as a subordinate office, under the Employment Wing of the Commissionerate of Employment and Training Department, as below:

(a) The Objectives of State Career Guidance Centre

- The Centre will act as a nodal agency for connecting job seekers, companies and private placement agencies through online web portal improving the employability of the unemployed youth.
- Facilitate the students to evolve into a skilled human resource asset by improving their employment prospects.
- Provide counselling and relevant information about employment and assisting youth to choose their career based on their aptitude.
- Arrange for job fairs and transparent recruitment processes for all private establishments at all levels.
- Skill Assessment and Job Mapping.
- Involve the community to promote entrepreneurship spirit among youths.

(b) Functions of the State Career Guidance Centre:-

- An exclusive portal will be developed to connect job seekers, private companies and private placement agencies. A job seeker can upload his/her credentials onto the portal which can be accessed by the job providers and private placement agencies and through this the job seekers can have continuous opportunities for getting private placements.
- The entire data updated in the portal to be made accessible by the employers to generate their own list. However, the feasibility of doing so would rest with the center and will be made available to the employer after verification and based on the credibility of employer.
- Mobile alerts will be sent to all the persons enrolled with the centre regarding job fairs, starting of coaching classes, upcoming competitive examinations and all the activities of the centre.
- This Portal will facilitate conducting recruitment tests and allow major employers to conduct their own recruitment tests and award scores. These scores will be valid for a certain period and job seekers will be able to use these scores to apply for jobs. This will eliminate recruitment processes being done by individual employers.
- Details of Job Fair to be conducted with Date/List of Employers / Particulars of vacancy/Educational details required for the post would be uploaded in the website.
- Facilitate Employer-Job Seeker meeting daily for recruitment of suitable candidates in the Centre.
- Assessment of ability, aptitude, attitude of all jobseekers and students by Counsellors. Counsellors will guide the students based on their skill assessment, psychometric test scores and academic score and suggest suitable career path.
- The Centre would also analyze the varying job market and job development which would be a guidance for job seekers to equip themselves accordingly.
- To conduct Special Coaching Classes with expert faculties for State and Central Civil Service Aspirants.
- To conduct mock tests and mock interviews for all competitive examinations by engaging experts from the concerned fields.
- State Career Guidance Centre will utilize the Virtual Learning Portal developed by Department of Employment and Training. This web portal itself act as an online counsellor. It will display all necessary information regarding Educational Institutes, Courses, Scholarships awarded, admission procedures, etc., It will also facilitate the assessment of job seekers at various level with or without the help of counsellors.

- This Centre will suggest reskilling and up-skilling of existing skill sets and sponsor job seekers to respective agencies for getting the training.
- Identifying the willing Youth availing Unemployment Assistance for providing Skill Training to take up for private placement or entrepreneurship activities.
- Job Development Analysis and study of Labour Market Information would be linked to this portal. Collect information on socio-economic and scientific technological developments from sources using journals, study reports, web search tools and upload after due validation.
- Arrange meeting with potential industry players, major employers, Sector skill councils, industries association like NASSCOM, FICCI, CII and collect the information about current job market, shortage occupation, job development, emerging occupations, skill requirements.
- Make use of the statistics from state EMI units on dynamic pay-roll data along with shortage, requirement details from almost all employers.
- Development of Psychological assessment tools and material by Counsellor to assess the aptitude and skill level of the Youth.

(c) The Commissioner of Employment and Training would be Chief Executive Officer of the Centre. The Joint Director (Career Study) would be overall in-charge and would monitor the activities of the Centre.

(d) The projected Staff Pattern may be filled through the posts available in the Department by revamping all the posts sanctioned to District Employment Office (Unskilled) and utilising other available staff in other offices that are to be revamped. In addition to the above posts, for efficient functioning of the posts of Counsellor and Young Professional with special qualification mentioned may be appointed through Outsourcing as below:-

Name of Existing post	No. of posts required	Re-designation of the post	Duties involved
Commissioner of Employment and Training	-	Commissioner & Chief Executive Officer of the Centre	The Commissioner would head the Centre
Joint Director (Career Study)	-	Joint Director (Career Study)	Over all in-charge of the centre and would monitor the activities of the Centre
Deputy Director from the Department (from CET)	1	Centre Head (Deployed from Employment Wing)	<ol style="list-style-type: none"> 1. Overall supervision. 2. Make the plan of action of State Career Guidance Centre. 3. Co-ordination of employers. 4. Mitigation of Portal. 5. Advertisement and Publicity works.

<p>District Employment Officer (from DEO, Unskilled)</p>	<p>1</p>	<p>Centre Manager (Deployed from Employment Wing)</p>	<p>1. Collection of all Job Fair statistics and compilation of the same. 2. Ensuring access to data by employers and job seekers and all persons approaching the centre for guidance. 3. Co-ordination of Job Fairs. 4. Arrange faculty for Civil Service Coaching Classes. 5. Maintenance of statistical details of all activities of the Centre.</p>
<p>Junior Employment Officer (1 from DEO, Unskilled 1 from DEO, General Office, Chennai)</p>	<p>2</p>	<p>Counsellor At least 3 years Experience in the counselling field with Post Graduate/M.Phil/ Ph.D in Psychology (Appointment through outsourcing)</p>	<p>Design psychometric tools, assess the jobseekers with tools and provide proper guidance. Follow up action with candidates who are given Guidance and Counselling.</p>
<p>Assistant (From DEO, Unskilled)</p>	<p>1</p>	<p>Data Analyst B.Sc Computer science/IT/ B.C.A. With typing knowledge (Appointment through outsourcing)</p>	<p>Maintain the entire data base of the jobseekers who visit the State Career Guidance Centre for various purposes and follow up works. Help the jobseekers and employers to register themselves in the portal. Coordinate with the counsellors and young professionals in the job fairs.</p>
<p>Assistant (From DEO, Unskilled)</p>	<p>1</p>	<p>Accountant B.Com/M.Com with experience of Tally. (Deployed from Employment Wing)</p>	<p>To perform all the activities pertaining to Accounts/ budgetary provision including preparing of all Bills and Reconciliation. Preparation of BE/RE/FMA</p>

Junior Assistant (From DEO, Unskilled)	2	2 Junior Assistant (Deployed from Employment Wing)	To maintain all the files and registers pertaining to the activities of the centre. To attend to the clerical requirements such as Faculty/Attendance, Staff Attendance, payments. Maintenance of Library and Study Materials and relevant Registers
Typist (From DEO, Unskilled)	2	Typist 2 (Deployed from Employment Wing)	Typing and data entry work.
Junior Assistant (From DEO Unskilled)	1	1 Driver (Junior Assistant Deployed from Employment Wing) (Appointment through Outsourcing)	Driving of Vehicles provided to the Joint Director (Career Study) and maintenance of Log Book
Record Clerk (From DEO, Unskilled)	1	Record Clerk (Deployed from Employment Wing)	Maintenance of Record Rooms and Records/ Receiving of Tapals and Despatch Work
Office Assistant (From DEO, Unskilled)	2	Office Assistant 2 (Deployed from Employment Wing)	Duties of an Office Assistant, such as managing the crowd during job fairs and counselling.
Watchman (From DEO, Unskilled)	1	Watchman (Deployed from Employment Wing)	Duties of Watchman
Sweeper (To be sanctioned afresh)	1	Sweeper Appointment through outsourcing)	House keeping activities.

(e). At present State Career Guidance Centre may be hosted in a rented building located in TANSI Campus, Guindy, covering an area of 3865 sq.ft. which is a vacant building owned by TANSI in Guindy.

(f). Separate proposal will be sent to Government for funds for procuring necessary infrastructure and office essentials including Furniture / Projectors / OHP Screen / Desktops / Landline with Broadband Connection / Laptops / Audio Systems / LED TV / Computer Desktop / Fax Machine / Xerox Machine / MFD for the Office and for setting up of coaching session for civil service aspirants.

(g). A nominal fee of Rs.500/- per service for utilizing the facilities of this 'State Career Guidance Centre', its portal and infrastructure resulting in placement will be charged from the private placement agencies and job providers. If 20,000 services are utilized in a year, the receipt will be 20,000 x Rs.500 = Rs.1,00,00,000/- (Rupees One Crore only) and hence the recurring expenditure for the Centre can be met from out of the receipts.

3. The Commissioner of Employment and Training has furnished the details of expenditure for the proposed State Career Guidance Centre as below:

NON RECURRING COST

<u>S.No.</u>	<u>Description</u>	<u>Requirement</u>	<u>Estimate</u>
01	Towards purchase of computer infrastructures including Projectors/OHP Screen/LAN/ Desktops/ Laptops/ Audio Systems/ LED TV / Computer Desktop/ACs for Class Room/ Xerox Machine / MFD for the Office/Landline with Broadband Connection.	For the use of Office and Employer and to maintain all statistical details.	Rs.18 Lakhs
02.	In case of Rental Premises, towards Civil Electrical and other miscellaneous work for an year	For establishing the centre	Rs.5 Lakhs
03	Furniture	Chairs, tables for Officers/Staff/ Conference Rooms/front office/ Classrooms	Rs.3 Lakhs
04	Towards Purchase of Vehicle for the use of Joint Director (Career Study),	For the Use of the Joint Director (Career Study)	Rs.10 Lakhs
TOTAL NON RECURRING EXPENSES			Rs.36 Lakhs

RECURRING COST

Sl. No	Description	Cost Calculation In Lakhs	Estimate Per Annum
01	Salary for the staff appointed through Regular Time Scale	Rs.3,01,050 x12 months	Rs.36,12,600/-
02	Salary for the staff appointed through outsourcing	Rs.1,10,000/- per month* x12 = 13.20	Rs.13,20,000/-
03	Electricity/Telephone charges including Internet charges/ stationery including computer stationery/ fuel and other office expenses	Rs.1,00,000/- per month x 12 = Rs.12,00,000/-	Rs.12,00,000/-
04	Towards conducting of Job Fair including publicity/ printing of pamphlets and other related activities, transportation charges	Rs.1,00,000/- per month x 12 = Rs.12,00,000/-	Rs.12,00,000/-
05	Towards Rent (app. 4000 sq.ft.)	Rs.2,60,000/- x 12	Rs.31,20,000/-
TOTAL RECURRING EXPENDITURE			Rs.1,04,52,600/- per annum

Total Non Recurring Expenditure : Rs.36,00,000

Total Recurring Expenditure : Rs.1,04,52,600

Total Expenditure for the 1st Year : Rs.1,40,52,600

4. The Government have carefully examined the proposal of Commissioner of Employment and Training, accept it, and permit Commissioner of Employment and Training to establish a State Level Career Guidance Centre and issue the following orders ;

(i) Sanction is accorded for a sum of Rs.1,30,52,600/- (Rupees One Crore Thirty lakh Fifty two thousand and Six hundred only)

ii) The computer and accessories infrastructure should be made through GEM.

iii) Tamil Nadu Transparency in Tender Act, 1998 and Rules 2000 should be followed while appointing staff through outsourcing.

iv) The vehicle shall be got from Motor Vehicle Maintenance Department common pool instead of purchase of new vehicle.

v) Sanction is accorded for redeploying 11 posts from the employment wing of Commissionerate of Employment and Training and for outsourcing 5 posts as in the Annexure to this order.

5. The expenditure sanctioned in para 4 above shall be debitable to the following Heads of Account:-

Non-Recurring Expenditure :

Head of Account	Amount in Rupees
2230 Labour, Employment and Skill Development – 02 Employment Services – 101 Employment Services - State's Expenditure JN State Career Guidance Centre - 05 Office Expenses 05 Furniture (DPC 2230 02 101-JN-0552)	Rs.3,00,000/-
17 Minor Works (DPC 2230 02 101-JN-1702)	Rs.5,00,000/-
76 Computer and Accessories 01 Purchase (DPC 2230 02 101-JN-7617)	Rs.18,00,000/-
Recurring Expenditure:-	
2230 Labour, Employment and Skill Development – 02 Employment Services – 101 Employment Services - State's Expenditure JN State Career Guidance Centre - 01 Salaries. (DPC 2230 02 101-JN-0105)	Rs.36,11,600/-
03 Dearness Allowances 01 Dearness Allowances (DPC 2230 02 101-JN-0310)	Rs.1,000/-
05 Office Expenses 01 Telephone Charges (DPC 2230 02 101-JN-0516)	Rs.3,33,000/-
02 Other Contingencies (DPC 2230 02 101-JN-0203)	Rs.4,80,000/-
03 Electricity Charges (DPC 2230 02 101-JN-0301)	Rs.2,40,000/-
04 Service Postage & Postal Expenditure (DPC 2230 02 101-JN-0409)	Rs.60,000/-
06 Rent, Rates and Taxes	
01 Rent (DPC 2230 02 101-JN-0614)	Rs.31,20,000/-
09 Others (DPC 2230 02 101-JN-0909)	Rs.1,80,000/-
08 Advertisement and Publicity	
01 Advertisement Charges (DPC 2230 02 101-JN-0810)	Rs. 24,000/-
33 Payments for Professional and Special Services 04 Contract Payment (DPC 2230 02 101-JN-3344)	Rs.13,20,000/-

45 Petroleum, Oil and Lubricant (DPC 2230 02 101-JN-4503)	Rs.90,000/-
71 Printing Charges (DPC 2230 02 101-JN-7108)	Rs.6,00,000/-
73 Transportation (DPC 2230 02 101-JN-7304)	Rs.1,26,000/-
76 Computer and Accessories 03 Stationery (DPC 2230 02 101-JN-7635)	Rs.2,67,000/-
Total:	Rs.1,30,52,600/-

6. The expenditure sanctioned in para 4 (i) above shall constitute an item of "New Service" and the approval of the Legislature will be obtained in due course. Pending approval of the Legislature, the expenditure may be initially met by drawal of an advance from the Contingency Fund. The Commissioner of Employment and Training is directed to calculate the actual amount required for the period upto next Supplementary Estimates and apply for sanction of the same as advance from the Contingency Fund to Finance (BG.I) Department directly in Form "A" appended to the Contingency Fund Rules, 1963 along with a copy of this order. Orders for sanction of an advance from the Contingency Fund will be issued from Finance (BG.I) Department. The Commissioner of Employment and Training shall also send necessary draft explanatory notes for inclusion of the above expenditure in the Supplementary Estimates for the year 2018-2019 in appropriate time without fail.

7. The Commissioner of Employment and Training will be Estimating Reconciling and controlling authorized to the above new sub head of account. The PAO/Treasury Officer's are requested to open the above new sub head of account in their accounts.

8. This order issues with the concurrence of the Finance Department vide its C.No.48742/L&E, dated 11.10.2018 and U.O. No.53018/Fin/CMPC/2018, dated 12.10.2018 and ASL 1561 (One thousand five hundred and sixty one)

(BY ORDER OF THE GOVERNOR)

SUNIL PALIWAL
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Commissioner of Employment and Training, Chennai-32.
The Managing Director, Skill Development Corporation, Guindy, Chennai - 32.
The Principal Accountant General (Audit) / (A&E), Chennai-18.

The Pay and Accounts Officer / Treasury Officer concerned.
(Through Commissioner of Employment and Training, Chennai-32)

Copy to

The Hon'ble Chief Minister's Office, Chennai-9.
The Senior Personal Assistant to Hon'ble Deputy Chief Minister, Chennai-9.
The Senior Personal Assistant to Hon'ble Minister for Labour, Chennai-9.
The Finance (L&E) (BG-I/II) Department, Chennai-9.
The Private Secretary to the Principal Secretary to Government,
Labour and Employment Department, Chennai-9.
The Labour and Employment (OP II) Department, Chennai-9. (Two copies)
The Labour and Employment (F) Department, Chennai-9.
Stock File / Spare Copy / Clean copy for file (C.No.9122/R1/2018)

// FORWARDED BY ORDER //


SECTION OFFICER
16.10.18

Annexure

Name of Existing post	No. of posts required	Re-designation of the post	Duties involved	Pay (Rupees)
Commissioner of Employment and Training	-	Commissioner & Chief Executive Officer of the Centre	The Commissioner would head the Centre	--
Joint Director (Career Study)	-	Joint Director (Career Study)	Over all in charge of the centre and would monitor the activities of the Centre	--
Deputy Director from the Department (from CET)	1	Centre Head (Deployed from Employment Wing)	1. Overall supervision. 2. Make the plan of action of SCGC. 3. Co-ordination of employers. 4. Mitigation of Portal. 5. Advertisement and Publicity works.	Minimum Pay of Rs.56,100/- (Level 25 59,300-1,87,700)
District Employment Officer (from DEO, Unskilled)	1	Centre Manager (Deployed from Employment Wing)	1. Collection of all Job Fair statistics and compilation of the same. 2. Ensuring access to data by employers and job seekers and all persons approaching the centre for guidance. 3. Co-ordination of Job Fairs. 4. Arrange faculty for Civil Service Coaching Classes. 5. Maintenance of statistical details of all activities of the Centre.	Minimum Pay of Rs.56,100/- (Level 22 56,100- 1,77,500)
Assistant (From DEO, Unskilled)	1	Accountant B.Com/M.Com with experience of Tally. (Deployed from Employment Wing)	To perform all the activities pertaining to Accounts/ budgetary provision including preparing of all Bills and Reconciliation. Preparation of BE/RE/FMA	Minimum Pay of Rs.20,600/- (Level 10 20,600- 65,500)
Junior Assistant (From DEO, Unskilled)	2	2 Junior Assistant (Deployed from Employment Wing)	To maintain all the files and registers pertaining to the activities of the centre. To attend to the clerical requirements such as Faculty/Attendance, Staff Attendance, payments. Maintenance of Library and Study Materials and relevant Registers	Minimum Pay of Rs.19,500/- (Level 8 19,500 – 62,000)

Typist (From DEO, Unskilled)	2	Typist 2 (Deployed from Employment Wing)	Typing and data entry work.	Minimum Pay of Rs.19,500/- (Level 8 19,500– 62,000) 21,250x2 = 42,500
Record Clerk (From DEO, Unskilled)	1	Record Clerk (Deployed from Employment Wing)	Maintenance of Record Rooms and Records/ Receiving of Tapals and Despatch Work	Minimum Pay of Rs.15,900/- (Level 2 15,900– 50,400)
Office Assistant (From DEO, Unskilled)	2	Office Assistant 2 (Deployed from Employment Wing)	Duties of an Office Assistant, such as managing the crowd during job fairs and counselling.	Minimum Pay of Rs.15,700/- (Level 1 15,700– 50,000) 17150x2 = 34,300
Watchman (From DEO, Unskilled)	1	Watchman (Deployed from Employment Wing)	Duties of Watchman	Minimum Pay of Rs.15,700/- (Level 1 15,700– 50,000)

Outsourcing Posts

				Salary Rs.
Junior Employment Officer (1 from DEO, Unskilled 1 from DEO, General Office, Chennai)	2	Counsellor At least 3 years Experience in the counselling field with Post Graduate/ M.Phil/ Ph.D in Psychology (Appointment through outsourcing)	Design psychometric tools, assess the jobseekers with tools and provide proper guidance. Follow up action with candidates who are given Guidance and Counselling.	30,000x2 60,000
Assistant (From DEO, Unskilled)	1	Data Analyst B.Sc Computer science/IT/ B.C.A. With typing knowledge (Appointment through outsourcing)	Maintain the entire data base of the jobseekers who visit the SCGC for various purposes and follow up works. Help the jobseekers and employers to register themselves in the portal. Coordinate with the counsellors and young professionals in the job fairs.	30,000

Junior Assistant (From DEO Unskilled)	1	1 Driver (Junior Assistant Deployed from Employment Wing) (Appointment through Outsourcing)	Driving of Vehicles provided to the Joint Director (Career Study) and maintenance of Log Book	15,000
Sweeper (To be sanctioned afresh)	1	Sweeper Appointment through outsourcing)	House keeping activities.	5,000
			Total :	1,10,000
			Per annum (1,10,000x12)	13,20,000

SUNIL PALIWAL
PRINCIPAL SECRETARY TO GOVERNMENT

// True Copy //


SECTION OFFICER
16/10/16