

Minutes of the Meeting held in the Chamber of the HOO, DEE, Agartala, West Tripura District on 17/05/2016 at 02.00 PM

List of Officer and Staff attended the Meeting

1. Sri Rajesh Datta, Statistician, DEE Agartala.
2. Sri Arun Kumar, Young Professional, MCC Agartala
3. Sri Bhavatosh Roy, UDC, EI & AB, SDM Office, Mohanpur.
4. Sanjit Kumar Banik, UDC, EI & AB, SDM Office, Sonamura.
5. Smt Sipra Debbarma, UDC, EI & AB, SDM Office, Jirania.
6. Md Nur Islam, LDC, EI & AB, SDM Office, Teliamura.
7. Sri Subhash Rishi Das, LDC, EI & AB, SDM Office, Jampurijala.
8. Sri Krishna Gopal Debnath, LDC EI & AB, SDM Office, Bishalgarh.
9. Sri Alak Debbarma, LDC, EI & AB, SDM Office, Khowai.

At the Outset the Senior Research Officer reviewed the task given to all the staff of EI & AB posted in the SDM Offices under the jurisdiction of DEE Agartala. He reiterated again in details the basic work and activities of Employment Exchanges and requested all the staff that besides Registration /Renewal work of candidates they should motivate the Job-seekers who approached the EI & AB for their better future. After that a session cum training on National Career Service has been taken by the SRO /Statistician and by the Young Professional. The concept of NCS has been described to all the staff through Audio-visual System. The decisions and responsibilities given to the staff are listed below:

1. For prompt and quick action all are requested to use email /Fax /Mobile for any type of communication from both ends. It was shown in the meeting that the minutes of the last meeting was uploaded in our Departmental website addressed at www.employment.tripura.gov.in , and all the important instructions /issues will be available in the website. It is also instructed all to provide the Fax No & email address of SDM Office for quick communication to them.
2. It was instructed to submit written report in the meeting regarding the task given to them.
3. Job-Seekers Registration Report has not been submitted by any staff, monthly report of which should be submitted in the next monthly meeting. The format is given in the minutes of the earlier meeting.
4. It has been reported by all the staff that since there is vacation in the Schools so they can't contact with the School & Colleges to fix-up the Career Counselling Programme in the Schools & Colleges. As instructed in the last meeting, it was instructed to all to fix Career Counselling /Career Exhibition Programme for the Financial Year 2016-17 in 3-HS Schools & 1-College of the respective Sub-Division. It is also to be kept in mind before fix up the Career Counselling Programme that 50% of the programme should be in SC/ST Area. The list of probable dates of Career Counselling Programme has to be sent to this Office by 22nd May 2016.
4. Report of Joint Entrance Coaching Centre could not be submitted by anybody due to vacation in Schools. They are instructed to visit the Schools in their jurisdiction and submit the report as per proforma provided to them by 31st May 2016 positively.
5. All the In-charges of EI & AB were requested to collect career leaflets published from the DEE Agartala last year and study the same to provide information service to the Job-seekers.
6. During the training session of Registration in NCS Portal it has been reported by all the staff except one (Md Nur Islam, LDC) that they have no email ID. Without email ID /Aadhar No, user ID for registration could not be created. Since the present system of registration will be shifted to NCS Registration very recent so all the incharges of EI & Abs were requested to create a personal email ID so that a NCS-User ID can be create for them by which they can make registration of Job-seekers /Local Service Provider in the NCS Portal. NCS-User ID will be created in the next meeting date where all are requested to bring their AADHAR No and email ID.

The meeting ends with thanks to all the participants.

**GOVERNMENT OF TRIPURA
DISTRICT EMPLOYMENT EXCHANGE, AGARTALA, WEST TRIPURA**

NO.F.1 (11)-DEE/ESTT/98/ 931-20

AGARTALA 19th MAY 2016.

TO

1. ALL INCHARGES OF EI & AB.....FOR NECESSARY ACTION.
2. ALL SECTION IN-CHARGES OF THE DEE AGARTALA, WEST TRIPURA..... FOR NECESSARY ACTIONS.

COPY TO:

1. THE DIRECTOR, EMPLOYMENT SERVICES & MANPOWER PLANNING, GOVERNMENT OF TRIPURA FOR KIND INFORMATION PLEASE.
2. THE SDM.....FOR KIND INFORMATION WITH A REQUEST TO SPARE THE STAFF OF THE EI & AB FOR THE TASK ENTRUSTED TO THEM.

19.05.16
(A.R.BHATTACHARJEE)
SENIOR RESEARCH OFFICER

Government of Tripura
District Employment Exchange, Agartala, West Tripura
email:srodesmp.agt-tr@gov.in: Phone No: (0381)-2326582

F.No.11(1)/DEE/AGT/CC/2016/

20th May 2016

To
The Head Master/Principal

Sub: Request for Arrangement of Career-Counseling Programme in your School/Institute

Sir,

You will be pleased to know that a Model Career Centre (MCC) has been setup at District Employment Exchange, Agartala, West Tripura under National Career Service (NCS) Project of Government of India. The prime objective of NCS is to bringing people and opportunities together. Career Guidance/Counseling to the aspirants is one of the pivotal works of the Directorate of Employment Services & Manpower Planning, Government of Tripura. As a part of that along with MCCs outreach activity we are conducting Career Counseling Programme in different Schools & Colleges to motivate students in right direction by providing them right information regarding job-market / different career opportunities /self employment / entrepreneurship.

For the purpose you are requested to fix a date in your School/ Institute to conduct a Career Counseling Programme and confirm us accordingly. You are requested to arrange the programme in your Institute with the following arrangement:

1. Arrange a Hall for the programme.
2. Arrange Good PA system.
3. Arrange refreshment for the Students.

In the same programme you are requested to invite the local public representative /dignitaries. Local Media Personal may also be invited in the programme for cover.

Expenditure related to the programme i.e. for PA system / refreshment etc would be borne by our office as per office procedure. Please acknowledge us about your preparedness.

Yours faithfully

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20.05.16
(A.R. Bhattacharjee)
Senior Research Officer

Copy to the:

1. Director, Employment Services & Manpower Planning, Govt of Tripura, for kind information.

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20.05.16
(A.R. Bhattacharjee)
Senior Research Officer

F.NO.

Date_____

To
The Senior Research Officer
Model Career Centre
District Employment Exchange, Agartala
West, Tripura.

Sub: Confirmation for conducting Career Counselling Programme in our Institute

on _____ during _____.

Sir,

With reference to your letter no F.NO.11(1)/DEE/AGT/CC/2016/ dated 20TH May 2016 regarding conducting of Career Counseling Programme at our Institute.

In this regard I would like to inform you that we are ready to conduct the Career Counseling Programme at our Institution _____

on _____ at _____.

Yours Faithfully

Format for Basic Data in support of conducting Career Counselling Programme

1. Name of the Institute :
2. Location:
3. Name & Designation of the Head of Institute:
4. Contact No of the Head of Institute /In-Charge:
5. No of Students under the Institute:

Class /Trade									
No of Students									

6. Whether it is ADC Area (Yes /No):

Approx. Popln. (%age) in the locality: SC: ST:

OR Students (%age) in the Institution of SC: ST:

7. No of Students expected to attend the Career Counselling Programme including the surrounding schools:
8. Estimated Expenditure for conducting the programme:

9. Whether it will be successful or your views regarding the Programme:

Signature of the Head of Institution /In-Charge

Proforma for Report on Career Counselling Programme:

1. Name of the Venue of the Career Counselling :
2. Conducted By : Model Career Centre, District Employment Exchange, Agartala West Tripura

3. Name of the Resource Persons took part in the Counselling:

	<u>Name</u>	<u>Designation</u>
1.		
2.		
3.		
4.		
5.		

4. Any other Dignitaries Present in the Programme:

5. Number of Students /Job-seekers attended the Programme (Qualification wise):

Sl	Qualification Level	Number	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11	Total		

6. Comments about the Programme:

7. Valuable Suggestions to make the programme more success in future:

Signature of the Head of the Institute