

GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF LABOUR  
DIRECTORATE OF EMPLOYMENT  
DISTRICT EMPLOYMENT EXCHANGE  
BALURGHAT, DAKSHIN DINAJPUR

No: 5

Dated: 11/04/2013

NOTICE

All the Jobseekers are requested to follow the below mentioned procedures regarding their Employment Exchange Registration, Renewal of Employment Exchange Card.

Registration:

Sl No	Subject	Procedures	Remarks
1	Registration(Fresh/Re Registration)	<p><b>Documents Required:</b></p> <ol style="list-style-type: none"><li>1. Birth Certificate/MP Admit Card/MP Certificate/School Leaving Certificate (Affidavit in case of illiterate Person)</li><li>2. Last Qualification Certificate &amp; Marks Sheet.</li><li>3. Voter Card/Ration Card.</li></ol> <p>Registration form: After showing Original documents collect Registration Form from Registration Section.</p> <p><b>Procedure of Filling-Up Registration Form:</b> Try to fill-up Registration Form by your own handwriting If difficulty arises contact Staff of Registration Section.</p> <p>Submission of Filled-Up Registration Form: Jobseekers are requested to submit the Filled-Up Form direct to Registration Section.</p>	Registration is being made by <b>free of cost</b> if any one ask for money contact Employment Officer.
2	Renewal Daily: If your Exchange Card is in due month +Extra 2 months.	<p><b>Documents Required:</b></p> <ol style="list-style-type: none"><li>1. Employment Exchange Card</li><li>2. Ration Card/Voter ID</li></ol>	<b>Free of Cost</b> If any one ask for money for doing renewal

	<p><b>Special Renewal:</b> If your Exchange Card is cross due month +Extra 2 month but within one year. Dy Director has the authority to renew you Exchange Card after proper verification &amp;by arranging an interview.</p>	<p><b>Documents Required:</b> 1. Employment Exchange Card 2. Ration Card/Voter ID</p> <p><b>Procedures:</b> 1. First of all you with your original Exchange Card &amp; Ration Card appear before Employment Officer &amp; Submit an application whether you fail to renew Exchange Card. If your explanation may satisfy the Employment Officer, then he will forward your application alongwith Xerox copy of Employment Exchange Card &amp; Ration Card/Voter Card to Dy Director for his consideration.</p> <p>2. After 21 days from your submission of application, you must visit Employment Exchange with Original Exchange Card &amp; Ration Card/Voter Card at Employment Exchange for your renewal status.</p>	<p>Contact Employment Officer</p>
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All the jobseekers are informed that be alert from outsiders who may misguide you. For any information contact directly to the Employment Officer or Office Staff. All works at District Employment Exchange, Balurghat may be done for free of cost.

We are for your help. Dont hesitate for any necessities.

Sd/-  
Employment Officer incharge  
District Employment Exchange  
Balurghat, Dakshin Dinajpur