



GOVERNMENT OF ASSAM
SKILL, EMPLOYMENT & ENTREPRENEURSHIP DEPARTMENT
DISPUR:.....GUWAHATI-6

Block-D, 1st Floor, Janata Bhawan, seed-deptt@assam.gov.in, <https://skill.assam.gov.in/>

Supdt.
Phakati
11/12/2020

ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION

No. SKE.70/2020/35

Dated Dispur, the 7th December, 2020.

The Governor of Assam is pleased to notify the following officers designated as Reviewing Authority, Appellate Authority and Designated Public Servant along with the following Citizen Centric Services in exercising power conferred under Section 4(1) and 4(2) of the Assam Right to Public Service Act as amended in 2019 (Assam Act No. VII of 2019), with immediate effect to deliver services within the stipulated period under the said Act.

Sl. No	Notified Public Service	Stipulated time limit for providing the service (days)	Designation of Designated Public Servant	Designation of Appellate Authority	Time limit for disposal by the Appellate Authority (Days)	Documents to be enclosed with the application	User charge, if any (in Rupees)	Remarks
1	Registration of name in Employment Exchanges	This task of issuing Registration Card (Assam Schedule LXIII Form No 11 or Form X 10B as the case may be) can be completed within 3 (three) working days from the date of physical verification of original documents provided the following documents are found to be in order. In case, the documents are not found to be in order, the candidate will also be informed accordingly within 3 (three) working days. List of original documents (to be shown) and attested copies thereof (to be submitted) at the time of physical	Asstt. Director of Employment/ Employment Officer/ Asstt. Employment Officer (Head of the concern office/DEE/EE)	Zonal Dy. Director Concerned	Within 30 days	List of Original Documents (to be shown) and attested copies thereof (to be submitted) at the time of physical verification of original documents for registration i. Proof of Residency – Passport, EPIC, Certified copy of Electoral Rolls, Land Documents, Marriage Certificate, Electricity Bill, Driving License (Discretion of ADE/EO/AEO) ii. Age Proof - Birth Certificate/ HSLC Admit card/ School Certificate etc.	Nil	

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		verification of original documents for Registration.				iii. Educational Qualification Certificate – Pass Certificate(s) and Mark Sheet(s). iv. Additional Qualification Certificate etc. v. Experience Certificate if any. vi. Caste Certificate vii. Disability Certificate. Viii. Non-Creamy layer certificate.		
2	Renewal of Registration of Name in Employment Exchanges	This renewal period of Registration Card (Assam) Schedule LXIII Form No 11 as the case may be) will be of 3 years uniformly for all types of applicants. The registrants will be allowed to renew their registration in person on any working day during the period of three months of registration namely the month in which renewal falls due and following two months [AS PER NATIONAL EMPLOYMENT SERVICE MANNUAL vol.1 Para 7.32 (a)]	Asstt. Director of Employment/ Employment Officer/ Asstt. Employment Officer (Head of the concern office/DEE/EE)	Zonal Dy. Director Concerned	Within 30 days	Valid Employment Registration Card (Assam Schedule LXIII Form No 11)	Nil	
3	Re-registration of Registration of Name in Employment Exchanges	This task of issuing Registration Card (Assam Schedule LXIII Form No11 or Form X 10B as the case may be)can be completed within 3 (three) working days from the date of Physical Verification of Original Documents provided the following documents are found to be in order. In case, the documents are not found to be in order, the candidate will also be informed accordingly within 3	Asstt. Director of Employment/ Employment Officer/ Asstt. Employment Officer (Head of the concern office/DEE/EE)	Zonal Dy. Director Concerned	Within 30 days	List of Original Documents (to be shown) and attested copies thereof (to be submitted) at the time of physical verification of original documents for Re-Registration i. Proof of Residency – Passport, EPIC, Certified copy of Electoral Rolls, Land Documents, Marriage Certificate, Electricity Bill, Driving License (Discretion		

	(three) working days. List of Original documents (To be shown)and attested copies thereof (to be submitted)at the time of physical verification of original documents for Re- Registration.				of ADE/EO/AEO) ii. Age Proof - Birth Certificate/ HSLC Admit card/ School Certificate etc. iii. Educational Qualification Certificate – Pass Certificate(s) and Mark Sheet(s). iv. Additional Qualification Certificate etc. v. Experience Certificate if any. vi. Caste Certificate vii. Disability Certificate. Viii. Non-Creamy layer certificate.	
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Sd/-
(Dr. K. K. Dwivedi, IAS.,)
Commissioner & Secretary to the Govt. of Assam,
Skill, Employment and Entrepreneurship Department.

Dated Dispur, the 7th December, 2020.

No.SKE. 70/2020/35-A

Copy to :

1. The Director of Employment & Craftsmen Training, Assam, Rehabari, Guwahati-08 with reference to their letter No.EMI(R)54(A)2012/262 dated 24/06/2020 and EMI(R)54(A)2012/304 dated 06.11.2020.
2. The Additional Secretary, Administrative Reforms & Training Department for information.
3. The State Informatics Officer, NIC Guwahati for information and necessary action.
4. Officers concerned.

By order etc.,

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7/12/2020
Deputy Secretary to the Govt. of Assam,
Skill, Employment and Entrepreneurship Department.