

Updated as on May 2022
Information to be published as per Section 4(1)(b) of the
Right to Information Act, 2005.

1.	The particulars of its organization, functions and duties.	<p>A. The Employment and Training Department consists of two wings viz.,</p> <ol style="list-style-type: none"> 1. Training and 2. Employment. <p>Smt Jyothi K, IAS is the Commissioner Sri Yogeshwara.s. KAS is the Director Smt.Sadhana.A.Pote, Joint Director(Employment)</p> <p>B. The main objectives of the Department are:</p> <p>The Employment Wing of the Department of Employment and Training is implementing the following activities.</p> <ol style="list-style-type: none"> (i) Registration and placement services to unemployed youth. (ii) Providing Vocational Guidance. (iii) Providing Coaching for Competative Exams. (iv) Conducting Job fairs. (v) Collection of Employment Market Information under CNV Act 1959. <p>The objectives of the schemes are:</p> <ol style="list-style-type: none"> i. To provide career counselling and placement services to all through job fairs. ii. To assess the skills of the job seekers and make them more industry relevant. iii. To establish relationship with local industries and understand their man power needs. iv. To conduct coaching classes for those who have applied for competitive exams. v. Organising career talks, career conference and career exhibitions at schools and colleges. vi. Helping the candidates to gain access to decart work and gain the employment.
2.	The powers and duties of its officers and employees	Are furnished in Annexure - I
3.	The procedure followed in the decision making process, including channels of supervision and accountability;	<ul style="list-style-type: none"> • All the Wing Heads shall be working under the overall supervision and control of Commissioner and will report to Commissioner through the Director. • All the officials shall be working under the overall supervision and control of the respective JD at the commissionerate level. • All the District Heads shall report to the Wing Heads (Joint Director). • In case of the support staff (Case Worker(s)), they shall report to the Assistant Director(Administration)
4.	The norms set by it for the	The information procedure laid down by the Directorate

	discharge of its functions;	General of Employment, New Delhi and State Government Orders, guidelines etc.
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	The acts, rules and guidelines of Government of India and Government of Karnataka are applicable to this organization.
6.	A statement of the categories of the document data held by it or its control;	Reports / Documents / Government Orders related to the following: <ul style="list-style-type: none"> • Registration and placement services (Directorate General of Employment) • Planning • Building • Administration • Accounts
7.	The particulars of any arrangement that exists for consultation with , or presentation by the members of the public & relation to the formulation of its policy and implementation thereof	Being a Government Department, the organization is guided by policy of government issued from time to time.
8.	A statement of the boards, councils, committees, and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.	Not Applicable.
9.	A directory of its officers and employees.	Are furnished in Annexure - II
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation.	Are furnished in Annexure - III
11.	The budget allocated to each of its agency, indicating particulars of all plans, proposed expenditures and reports on disbursements made.	Are furnished in Annexure-V at Training Wings information.
12.	The manner of execution of subsidy programmes, including the amounts allotted and the details of beneficiaries of such programmes.	Not applicable
13.	Particulars of recipients of concessions, permits and authorizations granted by it	Not applicable.
14.	Details in respect of the	The details are hosted on Department's website :

	information, available to all held by it, reduced in an electronic form.	http://emptrg.kar.nic.in
15.	The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use.	Reports and direct visits to the offices.
16.	The names, designations and other particulars of the Appellate Authority and Public Information Officers.	<p>Sri Allabaksh, Appellate Authority Deputy Director(Employment) Directorate of Employment and Training, Employment Wing, Bangalore.</p> <p>Sri Uma Shankar.G, Public Information Officer, Assistant Director(Administration) Directorate of Employment and Training, Employment Wing, Bangalore.</p>
17.	Such other information as may be prescribed and there after update these publications every year	Important information is hosted on the Department's website every year.

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES
of the Employment Wing of the Department of Employment & Training.

<i>Sl. No.</i>	<i>OFFICERS</i>	<i>DUTIES</i>
1.	Joint Director of Employment.	<ol style="list-style-type: none"> 1. He will be responsible for overall supervision of administration of Employment Wing of the Department. 2. He will be in overall supervision of all financial matters pertaining to Employment Wing of the Department. 3. He will be in overall charge of Vocational Guidance Programme, EMI Programme and Nucleus Cell of the Employment Wing of the Department. 4. He will be in overall charge of implementation of the Plan Schemes of the Employment Wing including construction of the office buildings. 5. He will be in overall charge of implementation of Computerization Programme in Employment Wing. 6. He will be in overall charge of implementation of the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959, Rules made there under the matters connected thereto. 7. He will be in overall supervision of Annual Inspection of Employment Exchanges and other unit offices. 8. He will be in overall charge of Training Programmes for officers and staff of the Employment Wing. 9. He will be responsible for approving the Tour Programmes of the Officers and review monthly diaries of the officers of the Employment Wing. 10. He will be responsible for initiating, reviewing and accepting the annual performance reports of Group 'A', Group 'B' and Group 'C' officers / staff, respectively of Employment Wing. 11. He will also carry out any other work assigned by the Head of the Department from time to time.
2.	Deputy Director (Employment).	<ol style="list-style-type: none"> 1. He will function under the supervision of the Joint Director of Employment. 2. He will function as a Disciplinary Authority for Group 'C' & 'D' employees and process disciplinary cases of Group 'A' & 'B' officers of the Employment Wing. 3. He will be in charge of all court cases concerning Employment Exchange Policy and Procedure. 4. He will be responsible for monitoring and reviewing of annual inspection programme / reports of Employment Exchanges and other unit offices of the Employment Wing. 5. He will be incharge of implementation of EMI programme. 6. He will be responsible in conducting surprise / cursory inspection of Employment Exchanges and other unit offices of the Employment Wing. 7. He will be responsible for reviewing the monthly diaries / Tour Programme of Employment Officer (VG), officers of Town Employment Exchanges and Deputy Chiefs of University Employment Information and Guidance Bureaux. 8. He will be responsible for initiating and reviewing the Annual performance reports of Group 'B' and Group 'C' officials respectively, of the Employment Wing. 9. He will conduct detailed annual inspection of Employment Exchanges and other unit offices assigned by the Head of the Department. 10. He will carry out any other work assigned by the Head of Department from time to time.

Sl. No.	OFFICERS	DUTIES
3.	Deputy Director (Research & Studies).	<ol style="list-style-type: none"> 1. He will function under the supervision of the Joint Director of Employment. 2. He will be responsible for conducting Studies and Research on matter concerning Employment. 3. He will be responsible for implementation of the Plan Schemes and monitoring progress. 4. He will be in charge of Computerisation scheme of Employment Exchanges. 5. He will be responsible for overseeing the implementation of Employment Exchanges (CNV) Act, 1959 and Rules made there under. 6. He will be responsible in monitoring draft replies to L.A. / L.C. / Parliamentary Questions. 7. He will monitor collection, compilation of statistical data and publication of monthly and annual reports concerning various activities of the Employment Exchanges in the State. 8. He will be responsible for conducting surprise / cursory inspection of employment exchanges and other Unit offices besides conducting annual inspection as per the approved programme. 9. He will function as a co-ordinating officer in respect of all matters pertaining to Subject Committee, Annual Reports / Administration Report and cases relating to irregular appointments. 10. He will be discharge any other work assigned by the Head of Department from time to time.
4.	Assistant Director (Admn)	<ol style="list-style-type: none"> 1. He will work under the supervision of Joint Director of Employment. 2. He will function as Drawing and Disbursing officer of the Employment Wing. 3. He will be responsible for initiating timely action on all service matters like recruitment, declaration of probationary period, promotion, retirement of officers and staff, maintenance of service register of Group 'C' Staff of the Directorate, sanction of all kinds of leave, sanction of increment etc. 4. He will be responsible for initiating sanction of H.B.A. / H.P.A. / M.C.A. / G.P.F. advance, medical reimbursement, Festival Advance etc. 5. He will look after the correspondence pertaining to hiring of office buildings, renewal of sanctions and processing of files relating to construction of departmental buildings. 6. He will be responsible for collection and maintenance of annual assets and liabilities statements of Group 'C' officials of the Directorate (Employment Wing). 7. He will be responsible for collection and maintenance of Annual performance Reports of all Group 'C' officials of the Employment Wing. 8. He will be responsible for preparing Annual Budget for the Employment Wing of the Directorate. 9. He will also responsible for giving information relating to the Right to Information Act.

Sl. No.	OFFICERS	DUTIES
		<p>10. He will supervise stores section work and arrange for securing printed Employment Exchange forms from the Government Printing Press and their distribution to all the field offices.</p> <p>11. He will perform any other work assigned by the Head of the Department from time to time.</p>
5.	Assistant Director (State Vocational Guidance).	<p>1. He will work under the supervision of Deputy Director (Research & Studies).</p> <p>2. He will be responsible in monitoring and implementation of Vocational Guidance Programme.</p> <p>3. He will be responsible to chalkout annual inspection programme of Employment Exchanges including unit offices, monitoring of the programme and review of inspection reports received from the Inspecting Officers.</p> <p>4. He will be responsible for initiating constitution of District Committee on Employment and further action on the proceedings of the Committee meetings.</p> <p>5. He will be responsible for collection, compilation and rendition of quarterly report on Minorities Welfare of Prime Minister's 15 point programme.</p> <p>6. He will be responsible in processing complaints received from the applicants / public etc., regarding registration, renewal and sponsoring of applicants against notified vacancies.</p> <p>7. He will be responsible in preparing draft replies to the L.A. / L.C. Parliamentary questions.</p> <p>8. He will be responsible for overseeing the work regarding implementation of Employment Exchanges (CNV) Act, 1959 and Rules framed there under.</p> <p>9. He will be responsible for initiating the proposal with regard to Annual Programme of Inspection of Establishments under the Employment Exchanges (CNV) Act, 1959, for the field officers of the Employment Wing, its monitoring and also review of inspection reports of establishments submitted by the field officers.</p> <p>10. He will be responsible for processing cases of irregular appointments in the public sector establishments in violation of Employment Exchanges (CNV) Act, 1959 and Rules framed there under and the administrative orders of Central / State Government.</p> <p>11. He will be responsible for initiating plan proposals, implementation of the plan schemes and submission of MMR to the concerned authority.</p> <p>12. He will be responsible for collection, compilation of statistical data concerning Employment Exchanges activities and publication of periodical reports.</p> <p>13. He will be responsible for scrutiny and approval of tour programmes and review of monthly diaries of V.G. Officers of the Employment Exchanges .</p> <p>14. He will be responsible for the work relating to Study Circle of the Employment Exchanges.</p> <p>15. He will perform any other work assigned by the Head of the Department from time to time.</p>

6.	Employment Officers.	They will be responsible in the registration of candidates, renewal, transfer of registration, acceptance of caste certificates, sponsoring of suitable candidates to the employers, besides co-ordinating the work relating to the recruitment of personnel in Defence and Allied services. They have to conduct inspection of establishments under Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and collection & compilation of Employment Returns received from the employers under Employment Market Information programme. Overall supervision of 'Study Circles' & Model Career Centre Scheme, National Career Service portal Supervision, conducting of Job Fairs in the district level.
7.	Assistant Employment Officer.	In the absence of Employment Officer, they will be responsible in the registration of candidates, renewal, transfer of registration, acceptance of caste certificates, sponsoring of suitable candidates to the employers, besides co-ordinating the work relating to the recruitment of personnel in Defence and Allied services. They have to conduct inspection of establishments under Employment Exchanges (Compulsory Notification of Vacancies) Act,1959 and collection & compilation of Employment Returns received from the employers under Employment Market Information programme. Overall supervision of 'Study Circles' & 'Employment Park' schemes, conducting of Job Fairs in the district level.
8.	First Division Assistant	Prepare Notes, Drafts, Memorandum and Summaries quoin precedents, refers rules etc., Draws out reports statements and attends to correspondences assists superior in disposal of complicated or important cases. Makes entries in registers regarding nature and No. of papers received by him for disposal. Studies letters and correspondence and links connected papers on subject. Prepares brief notes, reports or draft replies quoting precedent rules, regulations and existing orders, if any puts them to superior for consideration. Keeps watch over movement of files. Supervisors work or subordinates and assist the in disposal of case correctly and expeditiously. Maintains prescribed registers. May do his own typing. May handle cash and maintain accounts. May prepare budget. Bills and other statements.
9.	Stenographer	Records dictations in shorthand and transcribe them in typewritten form. Takes dictation in shorthand. Transcribe dictated material from note book, using typewriter. Compares typed matter and submits them to superiors. May cut stencil on typewriter for use on duplicating machine.
10.	Typist	Types from manuscripts, reports, statemetns, statistical tables, etc. Using typewriter Receives materials for typing. Adjusts paper and carbon on typewriter. Places material to be typed by side of typewriter by operating keyboard with fingers. Manipulates hand lever to change position of paper when line is typed Removes typed papers. Compares typed matter with manuscript and makes corections wherever necessary cuts stencils on typewriter for use in duplicating machine.
11.	Second Division Assistant	Clerk, General performs variety of clerical duties such as maintenance of records, receipts and dispatch date of dak, routine correspondence, tabulating data, preparing production schedules. Wage bills and insurance and provided fund accounts, keeping records of issue and receipt of library books maintaining attending to clerical duties of court allocating and supervising work of process serving staff. receiving applications for granting arms licence, copying and comparison work etc.

12.	Driver	Driver, drives Car on hire or as paid employee for transporting men and material observing traffic rules and signals. Cleans and washes vehicle and does running repairs. May maintain book of journey.
13.	Group-D	Reports to officer-incharge, opening of office, maintain overall cleanliness of office, carrying files, assisting despatch work. Weighs covers of outgoing dak, affixes correct stamps on them and fastens them for posting. May prepare new envelopes from rough paper and pasteconomy slips.

Directory of its Officers and Employees

Sl No	Name & Designation of the officer Sri / Smt.	Place of working.	Telephone Nos.		e-Mail IDs
			Office	Mobile	
1	2	3	4	5	6
1.	Joythi.k. I.A.S. Commissioner.	CITE, Bangalore.	080 / 25189102		cet.bangalore@gmail.com
2.	Sadana A.Pote J.D.(Emp.)(Ic)	CITE, Bangalore.	080 / 25189112	9108311577	dd_emp.detkar@nic.in
3.	Allabaksh , D.D.(EMP).	CITE, Bangalore.	080 / 25189136	9964309580	ad_empcc.detkar@nic.in
4.	Tanuja.S.Ramapure, A.D. (SVG)	CITE, Bangalore.	080 / 25189135	9108311577	detempkar@gmail.com
5.	Uma Shankar A.D(Admn)(I/c)	CITE, Bangalore.	080 / 25189117	9449968545	ad_empadm.detkar@nic.in
6.	Channamma.C. EO	CITE Bangalore.	-	-	dd_emp.detkar@nic.in
7.	Employment officer	CITE, Bangalore.	-	-	detempkar@gmail.com
8.	Employment officer	CITE Bangalore.	-	9481424923	umakunigal@gmail.com
9.	Srinivas.K., A.D.	SREE, Bangalore.	080 / 22374582	9945344750	adsree.detkar@gmail.com
10.	Uday.S., EO	P & EE,Bangalore.	080 / 22289668	9620146228	eo.peee.detkar@gmail.com
11.	J.B.Vijayalakshmi, Dy.chief,AD(i/c)	SC / ST Cell, Bangalore.	080 / 22354443	9844983340	adscst@gmail.com
12.	Govindaraju.M.R., EO.	DEE(T), Bangalore.	080 / 22261184	9902736747	eo.detech@gmail.com
13.	Uday.S, E.O(I/c).	DEE(G), Bangalore.	080 / 22259351	9620146228	eodeegb@gmail.com
14.	Kiranmandi, AEO, E.O.(I/c).	DEE, Bagalkot.	08354 / 235337	9036072560	employment_bgk@rediffmail.com
15.	Gurupadaiah Hiremat ,E.O. A.D.(I/c),	DEE, Belgaum.	0831 / 2443948	9535936754	addeebgv@gmail.com
16.	P.S.Hattappa, E.O.	DEE, Bellary.	08392 / 273988	8310387194	eodeebly@yahoo.in
17.	Basavaraja, EO	DEE, Bidar.	08482 / 234682	8660670372	detkarbdr@yahoo.in
18.	Gurupadaiah Hiremat ,E.O	DEE, Bijapur.	08352 / 250383	9535936754	empbjp@gmail.com
19.	C.B.Manjunatha,AEO, E.O(I/c).	DEE, Chickmagalur.	08262 / 295538	8147290225	eo_deeckm@rediffmail.com
20.	M.Prasad, E.O.	DEE, Chikkaballapur	08156 / 277121	9986724112	eo_cbp@rediffmail.com
21.	Mohammed Akbar.. E.O.	DEE, Chamaraj Nagar.	08226 / 224430	8904541080	eo-cha.detkar@nic.in
22.	Kishore Kumar, FDA, E.O.(I/c).	DEE, Chitradurga.	08194 / 230485	9742980941	deocta1@gmail.com
23.	Girisha .K.N., E.O	DEE, Davanagere.	08192 / 259446	9632390018	deedavanagere@gmail.com
24.	Bharathi, AD.	DEE, Kalaburagi	08472 / 274846	9448226704	employmentofficergulbarga@yahoo.com
25.	Basavanth P N, AEO, E.O.(I/c).	DEE, Gadag.	08372 / 220609	9901203229	deogdg@gmail.com
26.	C.B.Manjunatha, AEO, EO(I/c).	DEE, Hassan.	08172/296374	9449692691	demp.hassan2014@gmail.com
27.	Girisha .K.N., E.O.(I/c).	DEE, Haveri.	08375 / 249291	9632390018	deehaveri@gmail.com
28.	Girisha.K.N , E.O., A.D.(I/c)	DEE, Hubli.	0836 / 2225288	9632390018	hubliassistantdirector@yahoo.com
29.	M. Prasad, E.O. (I/c).	DEE, Kolar.	08152 / 222114	9986724112	eo.kol.detkar@gmail.com
30.	Pranasha , E.O.	DEE, Koppal.	08539 / 220859	9686409096	eodeek@gmail.com , eo-kop.detkar@nic.in
31.	C.M.Uma, A.D., E.O(I/c)	DEE, Madikeri.	08272 / 225851	7259138546	eo-mad.detkar@nic.in ,
32.	N.R.Venugopal, EO.(I/C)	DEE, Mandya.	08232 / 295124	7348881968	eo-man.detkar@nic.in , eomandya@gmail.com
33.	Echharappa Badigera,FDA, EO(I/c)	DEE, Mangalore.	0824 / 2457139	7411304662	eo-mag.detkar@nic.in , hrd.mangalore@yahoo.com
34.	D.M. Rani A.D.	DEE, Mysore.	0821 / 2489972	9902805464	addeemys@gmail.com
35.	Govindaraju.M.R., EO(I/c)	DEE, Ramanagara.	080 / 27273364	9902736747	eodeeramanagar@gmail.com
36.	P.S.Hattappa, E.O., (I/c).	DEE, Raichur.	08532 / 231684	9945602881	eodeercr@gmail.com
37.	Khalandar Khan, EO.	DEE, Shimoga.	08182 / 255293	9480057950	empsmg@yahoo.in , smgdee@gmail.com
38.	Thippeswamy, AEO, EO(I/c)	DEE, Tumkur.	0816 / 2278488		deeintumkur@gmail.com
39.	Khalandar Khan, E.O. (I/c).	DEE, Udupi.	0820 / 2574869	9480057950	deeudupi@gmail.com
40.	Vinod naik, FDA, EO (I/c)	PEE, Karwar.	08382 / 226386	8970383016	peek.emi50@yahoo.com
41.	V.Prabhakar, AEO, E.O(I/c).	DEE, Yadgir.	08473 / 253718	8660297423	empyadgir@gmail.com
42.	Umashankar.G.	SEEPH, Bangalore.	080 / 26636109	9448349988	adphbangalore@gmail.com
43.	J.B.Vijayalakshmi, Dy.Chief.	UEIGB, Bangalore.	080 / 22268846	9844983340	dcueigbb@gmail.com
44.	C.M.Uma, Dy.Chief.	UEIGB, Mysore.	0821 / 2516844	7259138546	uniempbureaumys@gmail.com
45.	Girish.K.N. EO.(I/c)	UEIGB, Dharwad.	0836 / 2441886	9632390018	eo04ueigbdwd@gmail.com
46.	S.J.Hemachandra, Dy.Chief(I/c)	UEIGB, Mangalore.	0824 / 2284196	9448222337	employment.mu@gmail.com
47.	Bharathi, Dy.Chief(I/c).	UEIGB, Kalaburagi	08472 / 245331	9448226704	dcuigbglb@gmail.com
48.	K.D.Manunatha, Dy.Chief.	UEIGB, BR.Project, Shimoga.	08182 / 257180	8147290225	ueigbkusmg@gmail.com

Gross salary details in respect of officers / Officials.

Sl. No.	NAME OF THE OFFICER/OFFICIALS SHRIYUTHS	Designation	Name of the Office	Gross Salary as on 31-05-2022
1	2	3	4	5
1.	Jyothi.K, I.A.S	Commissioner	D.E.T., Bangalore.	1,51,018
2.	Sadhana.A.Pote	Joint Director (Employment)(I/C)	D.E.T., Employment Wing, Bangalore.	1,16,004
3.	Allabaksh	Deputy Director (Emp)	-do-	1,16,004
4.	Tanuja.S.Rampure	Assistant Director (SVG)	-do-	93,089
5.	Channamma	Employment Officer	-do-	66,745
6.	V.M.Jayanthi	Assistant Employment Officer	-do-	91,071
7.	Mukund	Assistant Employment Officer	-do-	48,873
8.	Likhith.G.P	First Division Assistant	-do-	45,470
9.	B.L.Ramesh	First Division Assistant	-do-	82,224
10.	Rupa	First Division Assistant	-do-	43,504
11.	Sharada.B.Gurani	Stenographer	-do-	46,904
12.	M.G.Meenakumari	Senior Typist	-do-	80,633
13.	Rudresh Kumar.H.	Second Division Assistant	-do-	62,561
14.	Vinuthkumar.R	Second Division Assistant	-do-	36,244
15.	D.B.Lakkaiah	Driver	-do-	57,762
16.	B.Muniyamma	Jamedar	-do-	49,273
17.	Gowramma	Daffedar	-do-	49,273