

8. Please note that your registration will be cancelled if you :

(a) do not respond on three consecutive occasions to call letters sent by the Employment Exchange, or

(b) decline the offer of submission on two occasions, or

(c) fail to report to Employer on submission by the Employment Exchange, or

(d) refuse the offer of appointment in case of selection.

9. In case of difficulty while you are in the Exchange premises, do not hesitate to meet the officer during visiting hours. Do not consult any unauthorised person/outsider.

10. If you secure short-term/casual employment through Employment Exchange and do not resign before expiry of the terms of employment your seniority in registration will be maintained, provided you report to Employment Exchange within 90 days of your discharge with relevant order.

11. Self-Employment Scheme for the Registered Unemployed in West Bengal and Unemployment Assistance Scheme are operated through Employment Exchanges.

For details contact Employment Officer of your Exchange.

X-10
(Revised)

IDENTITY CARD
GOVERNMENT OF WEST BENGAL
DEPARTMENT OF LABOUR

Employment Exchange
(Official Seal)

Category :

S. C.	S. T.	OBC	Ex. S.	P. H.	General
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1. Name
2. S/D/W of
3. (a) Registration No.
(b) Date
4. (a) Recommended N.C.O.
(b) Alternative N.C.O.
5. Date/Month/Year of Birth
6. Qualification
7. Signature/L.T.I. of the Registrant

.....
Signature of Employment Officer

8. Next Renewal Due
Month :
Year :

.....
Initial of the Staff

[P.T.O.]

O.I.G.S.

INSTRUCTIONS

To
Employment Officer
(Seal of the Officer)



I no longer require any assistance under this registration
as I have secured employment with
from through you/through my own effort.

.....
Signature of Registrant

(In case you secure employment, please return this Identity
Card duly filled in and signed. No postal stamp is necessary.)

1. Registration by proxy is prohibited.
2. Bring this Identity Card with you whenever you visit Employment Exchange.
3. Please note that Employment Exchange does not create jobs. It only helps you in sponsoring your name against suitable vacancies notified to it as per your qualifications, experience and position on the Live Register of the Exchange.
4. Employment Exchange render free and impartial service. No fee is charged for any assistance rendered to you.
5. It takes generally a long time to get employment assistance. It is in your own interest that you should renew your registration in time. Otherwise the registration will lapse.
6. You can renew your card in the month due or within the following two months personally or through a messenger on production of your Ration Card.
7. Kindly quote your Registration No. and N.C.O. No. whenever you correspond with the Employment Exchange.

[P.T.O.]