



**GOVERNMENT OF ASSAM**  
**SKILL, EMPLOYMENT & ENTREPRENEURSHIP DEPARTMENT**  
**DISPUR:.....GUWAHATI-6**  
Block-D, 1<sup>st</sup> Floor, Janata Bhawan, seed-deptt@assam.gov.in,  
<https://skill.assam.gov.in/>

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**ORDERS BY THE GOVERNORS**  
**NOTIFICATION**

Dated Dispur, the #ApprovedDate#.

**No. ECF :140810/1229:** In pursuance of the ARTP&PG Department's letter No. ART-RTPS0MISC/1/2024/39, Dated.09.09.2024 the Governor Of Assam is pleased to notify and revise the timelines of the following services of the **Skill, Employment and Entrepreneurship Department** under Section 4 of Assam Right to Public Services Act, 2012 (As Amended) in the interest of public service and timely disposal: -

**1. Name of Service: Registration of employment seeker in Employment Exchange**

<b>Service</b>	<b>Registration of employment seeker in Employment Exchange</b>
<b>Eligibility Criteria</b>	<ol style="list-style-type: none"><li>1. All citizens of India above the age of 14 years who are permanent residents of Assam are eligible to register their names in Employment Exchanges of the State of Assam.</li><li>2. Any applicant below age of 18 must have to submit an undertaking for parents/legal guardian's consent regarding registration with Employment Exchange of Assam and sharing/processing of personal data thereof.</li><li>3. The candidates are eligible for Registration in one Employment Exchange only in the state, where they are permanent residents within the jurisdiction of the District.</li><li>4. Applicants who are already employed and seeking better employment have to be registered only after the production of a "No Objection Certificate" issued by the employer. It is applicable only for permanent and temporary central/state govt. employees.</li></ol>
<b>Documents Required</b>	<b>For Aadhaar Based Registration:</b> The following documents are to be submitted: -

	<ol style="list-style-type: none"> <li>1. <b><u>Age Proof</u></b> - Birth Certificate/ HSLC Admit card/ School Certificate ( Any one of these three documents)</li> <li>2. <b><u>Proof of Residency</u></b>: -       <ol style="list-style-type: none"> <li>A. Applicants having AADHAAR Card with permanent address within the state of Assam will be allowed to Register Online without visiting the Employment Exchange as per Office Memorandum issued vide no. SKE. 42/2021/32 Dated Dispur the 19th July 2021. (Only for verification of the state of ASSAM).</li> <li>B. Driving License (either self or parents), Copy of Chitha/Jamabandi (either self or parents), Copy of Passport (either self or parents), Certified Copy of Electoral Roll/EPIC (either self or parents).</li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>3. <b><u>Educational Qualification Certificate</u></b> :- Pass Certificate (S) and Mark Sheet(S)</li> <li>4. Caste Certificate in cases of SC/ST/OBC/MOBC/EWS applicants</li> <li>5. In case of P.W.D ( Persons With Disability) candidate – Disability certificate issued by competent authority.</li> <li>6. Additional Qualification Certificate ( if any)</li> <li>7. Documents to proof current employment status. ( applicable only for Employed Person)</li> <li>8. Experience Certificate ( If any)</li> <li>9. Non- Creamy Layer Certificate.</li> <li>10. AADHAAR Card (non mandatory)</li> <li>11. <b><u>Undertaking from Parents/legal Guardian</u></b> ( Applicable only for applicant below 18 years of age)</li> </ol> <p><b>For Non-Aadhaar based Registration:</b></p> <p>The following documents are to be submitted:-</p> <ol style="list-style-type: none"> <li>1. <b><u>Age Proof</u></b> :- Birth Certificate/ HSLC Admit card/ School Certificate ( Any one of these three documents)</li> <li>2. <b><u>Proof of Residency</u></b>:- Driving License (either self or parents), Copy of Chitha/Jamabandi (either self or parents), Copy of Passport (either self or parents), Certified Copy of Electoral Roll/EPIC (either self or parents).</li> <li>3. <b><u>Educational Qualification Certificate</u></b> :- Pass Certificate (S) and Mark Sheet(S)</li> <li>4. Caste Certificate in cases of SC/ST/OBC/MOBC/EWS applicants</li> <li>5. In case of P.W.D ( Persons With Disability) candidate –</li> </ol>

	Disability certificate issued by competent authority. 5. Additional Qualification Certificate (if any) 6. Documents to proof current employment status. (applicable only for Employed person) 7. Experience Certificate ( If any) 9.Non- Creamy Layer Certificate. 10.Undertaking from Parents/legal Guardian ( Applicable only for applicant below 18 years of age )				
<b>DPS</b>	<b>Allhead of Employment Exchanges</b> (Assistant Director of Employment/ Employment Officer/ Assistant Employment Officer )				
<b>Timeline(in days)</b>	15 days				
<b>Workflow</b>	1. Aadhar Based (Application)—> (Auto generated Employment Exchange Certificate) 2. Non- Aadhar Based (EEO - Application received) —> ( DA-Verification)—>(DPS- Certificate generation and delivery )				
<b>Working Timeline (in days)</b>	3	3	3		
<b>Revert /De-escalation Timeline (in days)</b>	2	2	2		
<b>First Appellate Authority</b>	Director of Employment and Craftsmen Training				
<b>Stipulated time for First Appellate Authority</b>	30Days				
<b>Second Appellate Authority</b>	Principal Secretary to the Govt. of Assam, Skill, Employment and Entrepreneurship Department				
<b>Stipulated time for Second Appellate Authority</b>	60 Days				
<b>Third Appellate Authority</b>	ASCRTPS				

<b>Stipulated time for Third Appellate Authority</b>	As prescribed in the ARTPS Act.
<b>Fees (in Rs.)</b>	Nil

**2. Name of Service: Renewal of Registration Card of employment seeker in Employment Exchange**

<b>Service</b>	Renewal of Registration Card of employment seeker in Employment Exchange				
<b>Eligibility Criteria</b>	<ol style="list-style-type: none"> <li>1. Applicant already has digital registration card obtained from RTPS portal only.</li> <li>2. The registration card has been expired but the current date of renewal application falls within grace period of 60 days from the date of expiry.</li> </ol>				
<b>Documents Required</b>	A valid Registration Card which is expired and is not crossed 60 days from the date of expiry.				
<b>DPS</b>	<b>Allhead of Employment Exchanges</b> ( Assistant Director of Employment/ Employment Officer / Assistant Employment Officer )				
<b>Timeline(in days)</b>	Instant Delivery				
<b>Workflow</b>	(Enter Registration number) —>(Auto renewal and generation of Employment Exchange Certificate)				
<b>Working Timeline (in days)</b>	N/A				
<b>Revert/De-escalation Timeline (in days)</b>	N/A				
<b>First Appellate Authority</b>	Director of Employment and Craftsmen Training				
<b>Stipulated time for First Appellate Authority</b>	30 Days				
<b>Second Appellate Authority</b>	Principal Secretary to the Govt. of Assam, Skill, Employment and Entrepreneurship Department				

Stipulated time for Second Appellate Authority	60 Days
Third Appellate Authority	ASCRTPS
Stipulated time for Third Appellate Authority	As prescribed in the ARTPS Act.
Fees (in Rs.)	Nil

**3. Name of Service: Re-registration of employment seeker in Employment Exchange**

Service	Re-registration of employment seeker in Employment Exchange
Eligibility Criteria	<ol style="list-style-type: none"> <li>1. Applicant must possess an existing valid Online registration card.</li> <li>2. The permanent address associated with the Aadhar card must belong to Assam only.</li> <li>3. Applicants who are already employed and seeking better employment have to be re-registered only after the production of a "No Objection Certificate" issued by the employer. It is applicable only for permanent and temporary central/state govt. employees.</li> </ol>
Documents Required	<p>For Aadhaar Based Registration:</p> <ol style="list-style-type: none"> <li>1. Existing Registration Card</li> <li>2. Age Proof: - Birth Certificate/ HSLC Admit card/ School Certificate ( Any one of these three documents)</li> <li>3. Proof of Residency: - <ol style="list-style-type: none"> <li>1. Applicants having AADHAAR Card with permanent address within the state of Assam will be allowed to Register Online without visiting the Employment Exchange as per Office Memorandum issued vide no. SKE. 42/2021/32 Dated Dispur the 19th July 2021. (Only for verification of the state of ASSAM)</li> <li>2. Driving License (either self or parents), Copy of Chitha/Jamabandi (either self or parents), Copy of Passport (either self or parents), Certified Copy of Electoral Roll/EPIC (either self or parents).</li> </ol> </li> <li>4. Educational Qualification Certificate: - Pass</li> </ol>

Certificate (S) and Mark Sheet(S)

	<ol style="list-style-type: none"> <li>5. Caste Certificate in cases of SC/ST/OBC/MOBC/EWS applicants</li> <li>6. In case of P.W.D (Personswith Disability) candidate – Disability certificate issued by competent authority.</li> <li>7. Additional Qualification Certificate (if any)</li> <li>8. Experience Certificate (If any)</li> <li>9. Non- Creamy Layer Certificate.</li> <li>10. AADHAAR Card (non mandatory)</li> </ol> <p>For Non-Aadhaar based Registration:</p> <ol style="list-style-type: none"> <li>1. Existing Registration Card</li> <li>2. Age Proof: - Birth Certificate/ HSLC Admit card/ School Certificate ( Any one of these three documents)</li> <li>3. Proof of Residency: - Driving License (either self or parents), Copy of Chitha/Jamabandi (either self or parents), Copy of Passport (either self or parents), Certified Copy of Electoral Roll/EPIC (either self or parents).</li> <li>4. Educational Qualification Certificate: - Pass Certificate (S) and Mark Sheet(S)</li> <li>5. Caste Certificate in cases of SC/ST/OBC/MOBC/EWS applicants</li> <li>6. In case of P.W.D (Personswith Disability) candidate – Disability certificate issued by competent authority.</li> <li>7. Additional Qualification Certificate (if any)</li> <li>8. Experience Certificate (If any)</li> <li>9. Non- Creamy Layer Certificate.</li> </ol>
<b>DPS</b>	<b>All head of Employment Exchanges</b> (Assistant Director of Employment/ Employment Officer/ Assistant Employment Officer )
<b>Timeline(in days)</b>	15 Days
<b>Workflow</b>	<ol style="list-style-type: none"> <li>1. Aadhar Based  (Application)—&gt;(Auto generated Employment Exchange Certificate)</li> <li>2. Non- Aadhar Based  (EEO- Application received)—&gt;(DA- Verification)—&gt;(DPS- Certificate generation and delivery )</li> </ol>

Working Timeline (in days)	3	3	3		
Revert/De-escalation Timeline (in days)	2	2	2		
First Appellate Authority	Director of Employment and Craftsmen Training				
Stipulated time for First Appellate Authority	30 Days				
Second Appellate Authority	Principal Secretary to the Govt. of Assam, Skill, Employment and Entrepreneurship Department				
Stipulated time for Second Appellate Authority	60 Days				
Third Appellate Authority	ASCRTPS				
Stipulated time for Third Appellate Authority	As prescribed in the ARTPS Act.				
Fees (in Rs.)	Nil				

Joint Secretary to the Govt. of Assam  
Skill, Employment and Entrepreneurship Department

Memo No. ECF :140810/1229-A

Dated Dispur the #ApprovedDate#

1. The Secretary to the Govt. of Assam, Administrative Reforms Training, Pension & Public Grievances Department, Dispur, Guwahati-6 .
2. The Secretary Coordination to the Chief Secretary, Assam, Dispur, Guwahati-6 for kind appraisal of the Chief Secretary, Assam.
3. The Director, Directorate of Employment & Craftsmen Training, Rehabari, for information & necessary action.
4. P.S. to Hon'ble Minister, SEED., Assam, Dispur, Guwahati-6 for kind appraisal of Hon'ble Minister, SEED etc., Assam.

5. P.S to the Principal Secretary to the Govt. of Assam, SEED Department,  
Dispur, Guwahati-6 for kind appraisal of Principal Secretary.

By order etc.

e-signed

Joint Secretary to the Govt. of Assam  
Skill, Employment and Entrepreneurship Department