

### **JOB CHART FOR EMPLOYMENT INFORMATION & ASSISTANCE BUREAU**

1	Registration of unemployed
2	Renewal
3	Motivation of Self Employment Schemes
4	Collection of EMI
5	Submission of Employers list to District Employment Exchange / State Head Quarter
6	Career Counseling in the Schools of the Block area
7	Vocational Guidance in the Schools of Block area
8	Career literature – guidance to students/guardians
9	Bank Loan facilities for Higher Education to apprise Students / Parents
10	Supervision to Coaching Centres – set up by the Departments
11	Dissemination of Employment News / Kaj Career for District Employment Exchanges/ Employment Bureau
12	Employment Statistics to District Head Quarters regularly
13	Education Institutes Statistics to District Head Quarter

For query contact 0381-2324327