

Sl. No.	Frequently Asked Questions	Answers
1.	Once in how many years should you renew the employment registration?	Applicants registered with Employment Exchange, should renew their registration once in every three years. Renewal should be done within three months from the due date. If not done within the time limit, you can use 18 month renewal concession to renew your registration. You can renew directly or through online. The persons registered under differently abled category are exempted from the renewal.
2.	Provide the number of employment exchanges functioning in Tamil Nadu and their contact details.	Details of all subordinate offices and their contact details across Tamil Nadu are published under the topic "contact details" on the website www.tnvelaivaaiappu.gov.in .
3.	How can one know the details of the registered candidates (address, date of birth, registration number, registration seniority)in the Live Register?	The total number of registered candidates who are waiting in live register with particular qualification can be known. This number also varies from time to time subject to new registration, renewal, change of registration to other districts, etc. The registration number of the registered persons in the Employment Department website is used as user id and date of birth as password. Therefore, the third party information cannot be provided under RTI Act, 2005, 8(1) (j).
4.	Provide Total number of registered persons throughout the State?	The website www.tnvelaivaaiappu.gov.in has provided the total number of candidates registered at State Level based on educational qualification and age.

5.	How can the applicant know the cut off date seniority of the registered qualification?	The cut off date of Seniority for the vacancies notified at district level for the current month can be downloaded district wise from the website www.tnvelaivaaiappu.gov.in .
6.	How many persons will be nominated for one vacancy?	As per the existing government norms, the nomination is being done at 1:5 ratio.
7.	Whether the vacancies in all departments of the Government of Tamil Nadu are filled up only through Employment Exchange nomination?	The vacancies of all the departments of Government of Tamil Nadu, which do not come under the purview of Tamil Nadu Public Service Commission (TNPSC), Teachers Recruitment Board (TRB), Medical Service Recruitment Board (MRB), Tamil Nadu Uniform Services Recruitment Board (TNUSRB) etc., and the vacancies in State Government undertakings & Local Bodies are notified to the District Employment and Coaching Cum Guidance Centres, and nomination is being done at 1:5 ratio. Further the vacancies , are also published in two newspapers (one in English and one in vernacular language) by the employers as per G.O.44, Labour and Employment Department (T2) dated 11.03.2015. The candidates nominated from the Employment Exchange and the candidates who have applied through newspaper advertisements are both considered for interview and selection
8.	What is the cut of date seniority for a particular qualification?	The Seniority List can be prepared only, after the vacancies for a particular qualification were notified to Employment Exchange.

9.	Can the registrant know the serial number of the nominated list for particular vacancy?	When Vacancies are Notified by the Employers, registrants will be nominated subject to the number of vacancies, age limit, communal rotation and other norms. If one applicant has been nominated to the vacancy on the basis of seniority, the serial number of the applicant can be revealed on request.
10.	It is 20 years since I have registered 10th standard in the Employment Exchange. Why was my name not nominated for an interview? What is the reason?	As mentioned by the employer, the registrants are nominated subject to the age, Communal reservation, qualification etc. The candidates will be considered for nomination, if the seniority of the candidate, comes under the purview of cut off date seniority. The candidates will get government jobs not only through sponsoring by Employment Exchanges, but also appearing exams notified by the Tamil Nadu Public Service Commission (TNPSC), Union public Services Commission, Railway recruitment Board (RRB), Teachers Recruitment Board (TRB), Institute of Banking Personnel Selection (IBPS) and Staff Selection Commission (SSC) etc,. Therefore, you can get Government job by appearing those Competitive Examinations conducted by these agencies. Further, Coaching Classes are conducted through Study Circles functioning in each District Employment and Career Guidance Centre and the registrants are requested to participate in the coaching classes. Vacancies which are notified to employment exchanges are also published in newspapers. The registrants can apply directly to such vacancies.
11.	Please provide the details of age relaxation for the registrants of District Employment and Career Guidance Centres.	As per the existing norms, the age limit for SC/ST/SCA category is 35, age limit for MBC/BC/BCM category is 32 and 30 for OC category. Apart from this, the candidates having registered with SSLC

		<p>failed qualification have been given a maximum of 5 years of age relaxation subject to renewal period of 15 years. (one year age relaxation for every renewal). Destitute Widows of all Communities are given age concession according to the SC/ST age concession. Age relaxation of 10 years is given to Differently Abled persons. Ex-servicemen are given age relaxation up to 48 years to General Category and 53 years for other categories (SC/ST/SCA/BCM/MBC/BC). As per rule 12 (d) of Tamil Nadu State and Subordinate Services Rules, the maximum age limit shall not apply to the appointment of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes, Backward Class Muslims, Backward Classes, Most Backward Class or Denotified Communities or of destitute widows of all castes to a post for which the prescribed qualification lower than a degree, if such candidate possesses a general educational qualification which is higher than the minimum general educational qualification. (Government Letter No. 46496/92-1, Personnel and Administrative Reforms Department, dated 01.07.1992)</p>
12.	How do I know the details of the differently abled registrants?	<p>The total number of Differently Abled candidates registered at District Employment and Coaching Cum Guidance Centres across the state has been published on the website www.tnvelaivaaiappu.gov.in under the Topic - Statistics - Employment Exchange Statistics.</p>
13.	What are the terms and conditions for receiving	<p>Unemployment Assistance for Unemployed Youth is being given for three</p>

	<p>Unemployment Assistance under the Unemployment Assistance Scheme?</p>	<p>consecutive years to the educated registrants who have completed 5 years of registration with the District Employment and Coaching Cum Guidance Centres and are available in the Live Register. Beneficiary's family annual income should be within Rs.72,000 / - to avail this assistance. The age limit is 45 for SC / ST and 40 for other categories. Unemployment Assistance will be discontinued if the candidate gets government employment during the grant period. Disabled registrants can receive the Unemployment Assistance without any age limit if they have completed one year of registration with the District Employment and Coaching Cum Guidance Centres. Unemployment Assistance will be given for 10 consecutive years. There is no parental income ceiling and age limit. Unemployment Assistance details for unemployed youth are as follows:</p> <p>General Candidates:</p> <p style="padding-left: 40px;">SSLC Failed – Rs. 200/- SSLC – Rs. 300/- HSC – Rs. 400/- Degree – Rs.600/-</p> <p>Differently Abled Candidates:</p> <p style="padding-left: 40px;">Illiterate to SSLC – Rs.600/- HSC – Rs..750/- Degree – Rs.1000/-</p>
14.	<p>Inform about the procedure of transfer of registration from one district to another without any change in the registration seniority.</p>	<p>If the applicant has any one of the following, can apply for transfer of employment registration without any change in the registration seniority: (Go.Ms.No.185,Labour & Employment Department(T2),dt.16.11.2020)</p> <p>1.Ration Card.</p>

		<p>2.Aadhar Card 3.Pan Card. 4.Voter Id. 5.Passport. 6.Driving License.</p>
15.	<p>What should be done by an applicant with general Educational Qualifications to get employment?</p>	<p>Candidates are registered for Skill Training every Monday all the district District Employment and Coaching Cum Guidance Centres. Applicants who want to get skill training can register themselves for various skill training programmes (www.tnskill.tn.gov.in) provided by Skills providers of TNSDC in their website and also get employment opportunity in Private Sector.</p>
16.	<p>I am studying +2. What kind of courses shall I take to get employment? Also, how do I know the education scholarship details?</p>	<p>“Sevai Sevvai” is observed every Tuesday in all District Employment and Coaching Cum Guidance Centres and the information on various higher education opportunities and scholarships for students are provided in schools / colleges as well as in office premises. Such details can be known through these programmes. Career Booklets consisting Higher Education, Government jobs, Self Employment, Scholarship details are available under the topic, Publication in the Departmental website www.tnvelaivaaiippu.gov.in</p>
17.	<p>I am a graduate and residing in a village. I want to prepare for Competitive Exams with the aim of getting government job. I was unable to come to the District Employment and Coaching Cum Guidance Centres daily to attend</p>	<p>All the syllabi required for the competitive examinations are available in our department’s website (www.tamilnaducareerservices.tn.gov.in) So, you can register yourself in this website, and download the study materials of various Competitive exams from this website.</p>

	coaching class. How do I prepare for a Competitive Exam?	
18.	I am studying in Government Arts College. How to prepare for competitive exams from now onwards?	Free Coaching classes for all Competitive Exams are conducted by the Employment Wing of this Department at 10 Government Universities / Government Arts Colleges. Candidates studying in those colleges can benefit by attending these coaching classes.
19.	I am a student of Adithravidar community, staying and studying in a college hostel. How do I prepare for Competitive Exams?	Coaching Cum Guidance Centres for Scheduled Caste and Scheduled Tribes are functioning in Tirunelveli, Trichy, Coimbatore, Vellore, Cuddalore and Ooty . Candidates can visit these Centres to know more about Higher Education opportunities and Competitive Exams. In addition, free Coaching Classes for Competitive Examinations are being conducted for students staying in college hostels for Scheduled Caste /Scheduled Tribe students through these centres. Candidates who want to prepare for competitive exams can benefit by attending these Coaching Classes.
20.	What can be done to get Employment in Private Sector until getting Government Job?	Job fair for Private Sector employment is held every Friday at all District Employment and Coaching Cum Guidance Centres. The Candidates can attend such job fairs and get employment in private sector companies. Their registration will not be removed from the live register of District Employment and Coaching Cum Guidance Centre, if they get Employment in the private sector. The website "Tamil Nadu Private job Portal" is functioning since, 16.06.2020 with an objective to provide employment to unemployed youth in the private sector. Candidates who want to work in Private Sector can avail the services of this website. www.tnprivatejobs.tn.gov.in

21.	What should I do to become self-employed?	Self-employment motivational programme ("Vizhippunarvu Viyazhan") is conducted at all District Employment and Coaching Cum Guidance Centres on Thursdays every week for assisting job seekers who are interested in Self Employment. The details regarding the financial assistance and schemes available with District Industries Centre and Nationalised Banks for self employment are rendered to such interested candidates.
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Joint Director(Employment)