

**Minutes of the Monthly Meeting held in the Chamber of the HOO, DEE, Agartala, West Tripura District on 02/05/2016 at 02.00 PM**

At the Outset the HOO, DEE, Agartala, West Tripura, describes in details the work and activities of Employment Exchanges and requested all the staff to aware about the different activities of the Department to the Job-seekers for their benefit. It is also stated in the meeting that the National Employment Service is now in a phase to transform in National Career Service. As a result a Model Career Centre is opened under District Employment Exchange, Agartala under National Career Service Project and another MCC is sanctioned for DEE Dharmanagar, North Tripura. It has been requested to all the in charges of EI & ABs to render their more devotion to work so that the Job-seekers get motivated for doing the right thing. List of Officer & Staff is enclosed at Annexure-A.

Decision of the Meeting is summarised below:

1. Job-Seekers Registration: It is requested to all the Staff of the EI & AB posted in the SDM Offices to submit the Monthly Registration Statistics of Jobseekers as per Educational Qualification & UR/ST/SC/OBC/EX Service Man/ RM Category. [Action: All staff of EI & AB, JEO]
2. Career Counselling Programme: Each Staff of the EI & AB, posted in the Sub-Division is requested to fix Career Counselling /Career Exhibition Programme for the Financial Year 2016-17 in 3-HS Schools & 1-College of the respective Sub-Division. If College not available in any Sub-Division, then they have to fix up 4-Career Counselling Programme in 4 HS Schools. For the purpose, they are requested to discuss with the HM /Principal of the School / College, as well as bring the list of probable dates for conducting the Programme. It is also to be kept in mind before fix up the Career Counselling Programme that 50% of the programme should be in SC/ST Area. [Action: All staff of EI & AB, VG Section of DEE Agartala, West Tripura]
3. Status of Joint Entrance Coaching Centre: It has been discussed in the meeting that there are 17 Joint Entrance Coaching Centre under DEE Agartala. The State Government sanction a maximum of Rs.64,000/- in a Year for a Joint Entrance Coaching Centre, located in different HS School with Science. The free coaching for 8 months is given to all the students intending to appear for joint entrance exam. All the staff of the EI & AB is requested to collect the Utilization Certificate from the HM (Convenor) of the Coaching Centre. They are also requested to inspect the Coaching Centre once in every month and submit the report in the prescribed Format to this Office. They are also requested to see whether Sign-Board has been displayed in the Coaching Centre or not. List of JEE Coaching Centre/Sub-Division wise is given at annexure-B. [Action: All staff of EI & AB, Estt Section of DEE Agartala, West Tripura]
4. National Career Service: It has been stated in the meeting about the function of the MCC Agartala under National Career Service Project. It is also discussed in the meeting that the present registration system will be merged with the registration in the NCS Portal addressed at [www.ncs.gov.in](http://www.ncs.gov.in). For the purpose training will be conducted in the MCC Agartala with all the staff of the EI & AB on 17/05/2016 during 2.00-3.00 PM. All the in-charges of EI & AB are requested to attend the training as scheduled. [Action: All staff of EI & AB, Arun Kumar, Young Professional]
5. It has been decided that all the staff of the EI & AB will attend the District Head Office i.e. DEE Agartala on 2<sup>nd</sup> and 17<sup>th</sup> of Every Month for the purpose of Registration of Job-seekers applied in the SDMs Office and Meeting with the HOO, DEE Agartala. [Action: All staff of EI & AB, Estt Section of DEE Agartala, West Tripura]

The meeting ends with thanks to all the participants.



**List of Officer and Staff attended the Meeting****Annexure -A**

1. Sri Rajesh Datta, Statistician
2. Sri Bhavatosh Roy, UDC, EI & AB, SDM Office, Mohanpur.
3. Sanjit Kumar Banik, UDC, EI & AB, SDM Office, Sonamura.
4. Smt Sipra Debbarma, UDC, EI & AB, SDM Office, Jirania.
5. Sri Sanjib Ghosh, UDC, DEE Agartala, West Tripura.
6. Sri Subhash Rishi Das, LDC, EI & AB, SDM Office, Jampuijala.

**Annexure B****List of Joint Entrance Coaching Centre under DEE Agartala is given Below:**

Sl	Name of Sub-Division	Number of JEE Coaching Centre	Location of JEE Coaching Centre	Name of the Departmental staff who will visit for collection of information regarding JEE Coaching Centre
1	Sadar	3	Shishu Bihar H.S. School	Sri Sanjib Ghosh, UDC, DEE Agartala
2			Bordowali H.S. School	
3			Sukhamoy HS School	
4	Jirania	3	Ranirbazar Vidyamandir H.S. School	Sipra Debbarma, UDC, EI & AB, Jirania
5			Birendra Nagar H.S. School	
6			Mandai Class-XII School	
7	Khowai	2	Khowai Govt. English Medium HS School	Sri Alak Debbarma, LDC, EI & AB, Khowai
8			Khowai Govt. Class XII School	
9	Teliamura	2	Teliamura HS School	Md. Nurishlam Miah, LDC, EI & AB, SDM Office Teliamura
10			Kalyanpur HS School	
11	Mohanpur	1	Mohanpur H.S.School	Sri Bhabatosh Roy, UDC, EI & AB Mohanpur
12	Bishalgarh	1	Bishalgarh H.S. School	Sri Krishna Gopal Debnath, LDC, EI & AB, Bishalgarh
13	Jampuijala	1	Sudhanya Memorial Smriti H.S. School	Sri Subhash Rishi Das, EI & AB, Jampuijala
14	Sonamura	4	Sonamura Girls +2 Stage H.S.School	Sri Sanjit Kumar Banik, EI & AB, Sonamura
15			Kathalia HS School	
16			Boxanagar H.S School	
17			Melaghar HS School	

**GOVERNMENT OF TRIPURA  
DISTRICT EMPLOYMENT EXCHANGE, AGARTALA, WEST TRIPURA**

No.F.1 (11)-DEE/ESTT/98/ 815-36

Agartala 3<sup>rd</sup> May 2016.

To

1. All Incharges of EI & AB.....for necessary action. / Participants / Statistician / YP
2. All Section In-Charges of the DEE Agartala, West Tripura..... for necessary actions.

Copy to:

1. The Director, Employment Services & Manpower Planning, Government of Tripura for kind information please.
2. The SDM..... for kind information with a request to spare the staff of the EI & AB for the task entrusted to them.

03.05.16  
(A.R.Bhattacharjee)  
**Senior Research Officer**



**Report on Success Rate of Students that attended the Coaching Centre during 2015-16**

1. Name of Coaching Centre:
2. Name of the Convenor:
3. Number of Students attending Coaching Centre during 2015-16:
4. Success Rate in terms of availing scope for higher Education:

Sl	Name of Course/ Degree / Diploma etc	Number of Students							
		SC	ST	OBC	RM	UR	TOTAL	Boys	Girls
1									
2									
3									
4									
5									
6									
7									
8	Total								

Signature of the officer of the  
Directorate of ES &MP