

**Name of Office : District Employment Exchange, Agartala, West Tripura**

Sl. No	List of Services	Designated Officer	Stipulated time for designated officer	Competent Officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Registration of Job-seekers/Local Service Providers particulars in the National Career Service Portal	Assistant Employment Officer	3(three) days	Sr. Research Officer	3(three) days	Director	3(three) days
2	Registration of Employers/Skill Providers particulars in the National Career Service Portal		5(five) days		5(five) days	Director	5(five) days
3	Complaint and Grievance Cell with dedicated Complaint Box arranged in the Directorate to facilitate smooth disposal of the complaints are grievances		30 (thirty) days.		30 (thirty) days.	Director	30 (thirty) days.

**Name of Office: Special Employment Exchange for PwDs, Agartala**

Sl. No	List of Services	Designated Officer	Stipulated time for designated officer	Competent Officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Registration of Job-seekers/Local Service Providers particulars in the National Career Service Portal	Employment Officer (Special)	3(three) days	Sr. Research Officer	3(three) days	Director	3(three) days
2	Registration of Employers/Skill Providers particulars in the National Career Service Portal		5(five) days		5(five) days	Director	5(five) days
3	Complaint and Grievance Cell with dedicated Complaint Box arranged in the Directorate to facilitate smooth disposal of the complaints are grievances		30 (thirty) days.		30 (thirty) days.	Director	30 (thirty) days.

(Dr. Naresh Babu N, IFS  
Director

**Name of Office: District Employment Exchange, Ambassa, Dhalai Tripura**

Sl. No	List of Services	Designated Officer	Stipulated time for designated officer	Competent Officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Registration of Job-seekers/Local Service Providers particulars in the National Career Service Portal	Assistant Director, VG(Tech.)	3(three) days	Sr. Research Officer	3(three) days	Director	3(three) days
2	Registration of Employers/Skill Providers particulars in the National Career Service Portal		5(five) days		5(five) days	Director	5(five) days
3	Complaint and Grievance Cell with dedicated Complaint Box arranged in the Directorate to facilitate smooth disposal of the complaints are grievances		30 (thirty) days.		30 (thirty) days.	Director	30 (thirty) days.

**Name of Office: District Employment Exchange, Dharmanagar, North Tripura**

Sl. No	List of Services	Designated Officer	Stipulated time for designated officer	Competent Officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Registration of Job-seekers/Local Service Providers particulars in the National Career Service Portal	Assistant Employment Officer	3(three) days	Sr. Research Officer	3(three) days	Director	3(three) days
2	Registration of Employers/Skill Providers particulars in the National Career Service Portal		5(five) days		5(five) days	Director	5(five) days
3	Complaint and Grievance Cell with dedicated Complaint Box arranged in the Directorate to facilitate smooth disposal of the complaints are grievances		30 (thirty) days.		30 (thirty) days.	Director	30 (thirty) days.

(Dr. Naresh Babu N, IFS)  
Director

**Name of Office: District Employment Exchange, Kailashahar, Unakoti Tripura**

<b>Sl. No</b>	<b>List of Services</b>	<b>Designated Officer</b>	<b>Stipulated time for designated officer</b>	<b>Competent Officer</b>	<b>Stipulated time for competent officer</b>	<b>Appellate authority</b>	<b>Stipulated time for Appellate authority</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Registration of Job-seekers/Local Service Providers particulars in the National Career Service Portal	Assistant Employment Officer	3(three) days	Sr. Research Officer	3(three) days	Director	3(three) days
2	Registration of Employers/Skill Providers particulars in the National Career Service Portal		5(five) days		5(five) days	Director	5(five) days
3	Complaint and Grievance Cell with dedicated Complaint Box arranged in the Directorate to facilitate smooth disposal of the complaints are grievances		30 (thirty) days.		30 (thirty) days.	Director	30 (thirty) days.

**Name of Office: District Employment Exchange, Udaipur, Gomati Tripura**

<b>Sl. No</b>	<b>List of Services</b>	<b>Designated Officer</b>	<b>Stipulated time for designated officer</b>	<b>Competent Officer</b>	<b>Stipulated time for competent officer</b>	<b>Appellate authority</b>	<b>Stipulated time for Appellate authority</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Registration of Job-seekers/Local Service Providers particulars in the National Career Service Portal	Assistant Employment Officer	3(three) days	Sr. Research Officer	3(three) days	Director	3(three) days
2	Registration of Employers/Skill Providers particulars in the National Career Service Portal		5(five) days		5(five) days	Director	5(five) days
3	Complaint and Grievance Cell with dedicated Complaint Box arranged in the Directorate to facilitate smooth disposal of the complaints are grievances		30 (thirty) days.		30 (thirty) days.	Director	30 (thirty) days.

(Dr. Naresh Babu N, IFS)  
Director