

# **SPECIAL EMPLOYMENT CELL**

**(At State Headquarters)**

## **INTRODUCTION**

In order to safe-guard the interest of Scheduled Castes in the matter of appointment both at the time of initial recruitment and also by promotion, it was decided by the Govt. vide Chief Secretary Punjab's letter No. 975-GSD(W)-2-70/2688, dated 28.04.70 a special employment cell has been set up in the Directorate of Welfare of Scheduled Castes and Backward Classes to register the names of unemployed educated persons of these classes through out the State who are in possession of certificates in respect of academic/technical qualifications. Even those Scheduled Castes persons who had already got their names registered in the employment exchange were made eligible to have their names registered with the special cell. The employment exchange as well as the employment cell would continue their usual efforts to find jobs for such Scheduled Castes and Backward Classes candidates against reserved as well as general vacancies.

## **FUNCTION OF THE CELL**

Whenever a department whether at Headquarter or at District Tehsil level advertise any permanent/Temporary or short term vacancies to be filled up through the department committees, place requisitions for this purpose with the Public Service Commission/Employment Exchange, a copy of such advertisement/requisition is sent to the special cell and cell in turn would forward the names of suitable persons on its list on the basis of seniority to the Department/Requirement Agency concerned and Recruiting Authority consider such candidates belonging to Scheduled Castes and Backward Classes according to their needs. The department shall have to obtain non-availability certificate from the Scheduled Castes employment Cell before the vacancies reserved for Scheduled Castes/Backward Classes are offered to other candidates.

The cell functions both at the Headquarter level in the office of the Director, Welfare of Scheduled Castes and Backward classes and at the District level in the offices of the Distt. Welfare Officers.