

	Name of Services	Documents to be attached with the application form	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
1	Registration	Date of Birth Proof, Address Proof, Community Proof, Original Qualification Certificate, Experience Certificate if any.	1 day (if document presented are relevant)	Head of Office (Employment Officer, District Employment Officer/Sub Regional Employment Officer/Divisional Employment Officer (P&E)/Deputy Chief (UEI&GB))	Regional Deputy Director of Employment	Joint Director of Employment.
2	Renewal	Employment Registration Card (If lost original certificates prescribed for Registration should be produced). For Renewal on Medical Ground Application, Employment Registration Card, Medical Certificate with fitness certificate and IP/OP Card.	1 day (Except special renewal offered by Government)	Head of Office (Employment Officer, District Employment Officer/Sub Regional Employment Officer/Divisional Employment Officer (P&E)/Deputy Chief (UEI&GB))	Regional Deputy Director of Employment	Joint Director of Employment.

3	Addition of Certificate /Experience Certificate	Original Certificates	1 day (if the transparency and recognition of the certificate is required to be verified, five days are required)	Head of Office [EO/DEO/SREO/Divl.EO(P&E) Deputy Chief]	Regional Deputy Director of Employment	Joint Director of Employment.
4	Registration Transfer	Residential Certificate Address Proof and Employment Registration Card	1 month	Head of Office [EO/DEO/SREO/Divl.EO(P&E) Deputy Chief]	Regional Deputy Director of Employment	Joint Director of Employment.
5	Submission against vacancies (a) Vacancies which exceeds six months intimated by the Employer and should circulate the whole state.	Vacancies should be notified by the employer in the prescribed Requisition form	1 month	Head of Office [EO/DEO/SREO/Divl.EO(P&E) Deputy Chief]	Regional Deputy Director of Employment	Joint Director of Employment.
	(b) Vacancies that should circulate in the District Level only.	-	2 weeks	Head of Office [EO/DEO/SREO/Divl.EO(P&E) Deputy Chief]	Regional Deputy Director of Employment	Joint Director of Employment.
	(c) Vacancies deal within a Town Employment Exchange.	-	1 week	Head of Office [EO/DEO/SREO/Divl.EO(P&E) Deputy Chief]	Regional Deputy Director of Employment	Joint Director of Employment.
6	Enquiry Complaints related to Employment Assistance	Employment Registration Card (If the complaints are send through post copy of the Employment Registration Card should	20 Days	Head of Office [EO/DEO/SREO/Divl.EO(P&E) Deputy Chief]	Regional Deputy Director of Employment	Joint Director of Employment.

		be attached)				
7	Vacancies arising in various posts in the National Employment Service (Kerala) Department are reported to the PSC.	Nil	15 Days	1. Employment Joint Director, Employment Directorate 2. Administrative Officer, Employment Directorate	Director of Employment	Government Secretary

*The time limit given above is valid only if the documents and certificates submitted by the Registration are genuine, transparent and within the purview of Employment Exchange Procedure and related Government Laws and Orders.