

GUIDELINES FOR RECRUITMENT OF MANPOWER IN NEW INDUSTRIAL UNITS/PRIVATE SECTOR ESTABLISHMENTS IN HIMACHAL PRADESH

- The Department welcomes/congratulates you for starting industrial unit in Himachal Pradesh and getting clearance as an Industrial Unit from the State Level Single Window Clearance & Monitoring Authority in the 30th meeting of the State Level Single Window and Monitoring Authority, vide letter number I wish to inform you that as per the Industrial Policy of Himachal Pradesh, all the Industrial Units are supposed to employ atleast 70% **bonafide Himachalis** at all levels. All the incentives/concessions are subject to the fulfillment of the above conditionality in addition to adherence to other Laws.
- The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and Rules framed thereunder make it mandatory for every Establishment to notify the vacancies to the Department of Labour & Employment before filling them up. At present, the Employment Wing of this Department is doing the job of registering the people /youth for employment and also sponsor the registrants to the employers as per their requirement. At present, we have 67 Employment Exchanges throughout Himachal Pradesh which are maintaining the Live Register and also forward the names to the employer.
- The Department has its own Job Portal wherein the data of about 7.23 lac people is available. Who so ever wants to get name of eligible people, can visit our site at the following address:
 - **Web Site:**<http://himachal.gov.in/jobportal>
 - **E-mail:**lep-hp@nic.in
- The Employment Exchanges are spread throughout Himachal Pradesh and are maintaining the records of unskilled, Clerks and non technical categories whereas, Central Employment Cell in this Directorate is maintaining record of highly skilled/qualified candidates. Accordingly employer can make request to quarter concerned.
- I am sure by now you have planned the recruitment schedule of the required manpower. It is, therefore, requested that please notify the posts you wish to fill up to your nearest Employment Exchanges/Central Employment Cell as the case may be. In case, we do not have the specific expertise you wish to employ in our Live Register, we will be issuing you **Non-Availability Certificate (NAC)**. Where after you will be free to recruit that particular expertise from open market.
- It has been our experience that many of the factories, may be due to ignorance, do not get the maps of factory's building /premises approved from the Chief Inspector of Factories for which they have to face many problem

including challan/prosecution in the Court of Law. It is therefore advised that before you start actual construction please get all your maps approved from Chief Inspector of Factories-cum-Labour Commissioner and also notify the vacancies you wish to fill up. Factory's License may be applied in due course so that by the time your building work is finished factory license is with you.

- The Department will always be happy to help you in every possible way. Should you need any help or you have any query, please feel free to correspond with the undersigned or other Officers of this department. You are also requested to intimate your Phone No., Cell No., Fax No. and e-mail address to facilitate any future correspondence.

I wish prosperity and progress of your Industrial Unit and hope for your co-operation.

Labour Commissioner-cum-
Director of Employment, H.P.
Fax & Ph. Number-0177-2625085
e-mail:lep-hp@nic.in