

OPPORTUNITY INFRASTRUCTURE

District Employment Exchange / Model Career Centre

WHAT THIS INSTITUTION IS

District Employment Exchanges (DEEs) and Model Career Centres (MCCs) are government offices that help people find jobs, receive career guidance, and connect with employers. Any jobseeker aged 14 or above can register at the district office or on the National Career Service (NCS) portal at ncs.gov.in. Registration is free and renewed every three years. A Model Career Centre is an upgraded employment office with better infrastructure, including a technology lab, counselling rooms, and direct NCS portal integration. There are 407 Model Career Centres nationally. Traditional DEEs are progressively being modernised into Career Centres under the National Career Service project.

WHY THIS MATTERS TO YOU

If you are looking for a job, want to attend a job fair, or need career counselling, this is the government office that provides these services for free. Registering here also makes you eligible for state unemployment allowance schemes where they exist.

GOVERNANCE

LAW / POLICY	SCOPE
Code on Social Security, 2020 (enforced 21 November 2025; subsumed Employment Exchanges Act 1959)	§139: employers must report vacancies to a career centre (DEE / Model Career Centre (MCC) / NCS portal) before filling them, once the relevant notification specifies the centre. Reporting is mandatory; hiring through the centre is not.
National Employment Service (NES) Manual, 2022	Operational standards, staffing, and MCC specifications
NCS Mission Mode Project Guidelines, 2022	MCC establishment grants and operating norms

- **Centre:** Ministry of Labour and Employment → Directorate General of Employment (DGE)
- **State:** State Labour / Skill Development Department → State Directorate of Employment
- **District:** District Employment Officer (DEO)
- **Institutional oversight:** MCC Advisory Committee / District Employment Review Committee — typically chaired by the District Magistrate, with DEO as convener; members include representatives from the District Industries Centre (DIC), lead bank, major employers, training institutions (Industrial Training Institute (ITI) / polytechnic), and placement agencies; reviews job-fair outcomes, vacancy-filling rates, and employer feedback
- **Funding:** MCC establishment centrally funded (up to Rs 60 lakh); recurring costs transfer to state after year one



KEY POSITIONS

POSITION	RESPONSIBILITY
District Employment Officer (DEO)	Head of DEE/MCC; all operations and district coordination
Assistant Employment Officer (Vocational Guidance)	Career counselling and school/college outreach
Centre Manager (MCC)	Overall in-charge for MCC management and premises; can also act as career counsellor; member secretary of the district career-services committee chaired by the District Magistrate (DM)
Young Professional (YP, MCC only)	Young Professionals deployed for an initial 3 years (extendable up to 5). Thereafter States/Institution may engage a YP or career counsellor part-time/contractual from own resources per sustainability plan.
Other Counsellors (MCC)	2 per MCC; deliver career guidance, school/college outreach, mobile-van tours, train block/village volunteer counsellors
Registration Manager (MCC)	Front-line registration of jobseekers and routine MCC operations support

MANDATED SERVICES

- Register jobseekers on the Live Register and renew records every three years
- Receive and process vacancy notifications from employers under the 1959 Act; shortlist candidates
- Issue referral letters for interviews and track placement outcomes
- Provide individual and group career counselling, backed by skill and aptitude assessment, mock interviews and Curriculum Vitae (CV) preparation; Last Mile Employability (LME) courses are available free on the NCS portal
- Conduct school and college outreach
- Organise district job fairs (MCCs: monthly fairs plus one annual mega fair)
- Facilitate apprenticeship registrations under the National Apprenticeship Promotion Scheme (NAPS)
- Administer state unemployment allowance schemes linked to exchange registration
- Provide guidance on self-employment and entrepreneurship, including links to government schemes for skill training, credit and stipends
- Engage with local employers and industry to estimate demand, map skill requirements, and identify skill gaps in the catchment
- Each MCC serves a catchment of about 3-4 adjacent districts and is required to map institutions, industry and demographics in that catchment for the NCS portal
- Collect Employment Market Information (EMI) from establishments in the catchment, prepare statistical returns, and submit them through the State Directorate to the central employment-services authority for consolidation in national reports

LINKED SCHEMES

- **National Career Service (NCS)** – national job matching, career counselling, and employability tests at ncs.gov.in
- **NAPS** – 25% stipend reimbursement to employers for apprentices; portal: apprenticeshipindia.gov.in
- **Saksham Yuva (Haryana)** – unemployment allowance for registered jobseekers
- **Mukhyamantri Yuva Sambal Yojana (Rajasthan)** – unemployment allowance for registered jobseekers



HOW TO LOCATE

Portal: ncs.gov.in → "Find Career Center", or the live locator at betacloud.ncs.gov.in/career-center; also dge.gov.in for the full e-Directory with addresses and phone numbers

Also: Ask at the District Collectorate — the DEE is often nearby; NCS toll-free helpline: 1514

KEY FACILITIES

A functioning DEE/MCC should have: a reception counter with a vacancy notice board, computers with internet for NCS registration, counselling rooms (3 individual and 1 group in MCCs), a technology lab with workstations and self-service kiosks (MCCs), and digital displays for job listings and career information. MCCs require a minimum 2,000 sq ft of usable space (relaxable by ~20% for hilly / North-Eastern locations) and a waiting area with about 40 seats, a 55-inch Liquid Crystal Display / Light Emitting Diode (LCD/LED) display, and a newspaper/magazine rack.

WHAT A FUNCTIONING DEE/MCC LOOKS LIKE

- Active registrations on the Live Register for the current year are being processed
- Job fairs have been held in the last 6 months with records of jobseekers and employers who attended
- The NCS portal is accessible on workstations and staff can demonstrate its use
- Referral letters have been issued with tracked placement outcomes
- A Young Professional is currently posted (for MCCs)
- Vacancy/notice board displays are current and updated
- Functioning MCCs deliver registration and profile updates, candidate assessment and counselling, vacancy posting, job mapping, job fairs and recruitment drives, feedback and grievance redressal, catchment surveys, and targeted outreach; success is measured against candidates assessed/counselled, school-counselling sessions and job fairs, vacancy postings coordinated, and placements (including via Last Mile Employability and Recognition of Prior Learning)

GRIEVANCE REDRESSAL

During service delivery. The first point of contact is the District Employment Officer (DEO). For MCCs, the Young Professional is the front-line responder for counselling and job-fair queries.

After service. Escalation is to the State Directorate of Employment and the Directorate General of Employment (DGE, Ministry of Labour and Employment). The District Magistrate has administrative jurisdiction over the office.

External. NCS portal (ncs.gov.in) runs a grievance-redressal section; the NCS helpline is 1514. The Centralised Public Grievance Redress and Monitoring System (CPGRAMS, pgportal.gov.in) handles Ministry complaints. State unemployment-allowance scheme grievances go to the state labour department's designated officer. Shram Suvidha Portal (shramsuvudha.gov.in) handles establishment-compliance matters relevant to vacancy notification.