Regional Employment Exchange, Goa

Service: Employment Card

Fees:

Employment Exchange renders free service. No fee is charged for any service rendered by the Employment Exchange.

Procedure:

Step 1: Log on to Goa online https://goaonline.gov.in/HomePage

Step 2: Login using user id and password

Step 3: Click on All Services under "Services Menu" and search for "Labour & Employment"

Step 4: Click on "Labour & Employment" and then scroll down and select "Labour & Employment Card"

Step 05: Click on "Proceed to Register" for the service

Step 06: Click on "New Registration" for the service & then fill the Aadhar card details to validate it successfully.

Step 07: The applicant needs to fill the application form with all the mandatory details & save and submit it.

Step 08: The submitted application then is throughly scrutinized, documents checked, and verified by the officials.

Step 09: The verified application is then approval by the Assitant Employment Officers.

Step10 : The approved Employment card can then be downloaded by the applicant.

Documents Required:

1) Photo (size less than 80 kb)
2) Valid 15 years residence certificate (mandatory)
3) Valid 15 years residence certificate of Spouse/Parent if applicants period of residence in Goa is less than 15 years (if applicable)
4) Educational certificate
5) Marriage certificate (if applicable)
6) Caste certificate (if applicable)
7) Form IV issued by Directorate of Sports and Youth to register sportsperson (if applicable)
8) N.O.C. from department (for registration of Govt. Servants)
9) Experience certificate (if applicable)
10) Disability certificate issued by GMC/Hospicio/Asilo Hospital (if applicable)
11) Freedom Fighters and Unemployment certificate (if applicable)