**Ministry:** Employment, Manpower Resources and Training  
**Post:** Director, Employment Service  
**Controller, Employment Service**  
**Salary:** Rs 16,000 x 500 - 17,000 (RIA 50)  
**Effective Date:** 19 April, 1996  
**Qualifications:** By promotion from the grade of Deputy Controller, Employment Service.

**Duties:**

1. To advise the Ministry on all matters of Employment legislation and policies.

2. To be responsible for
   
   (a) The management of the Employment Service.

   (b) Ensuring the execution of the Ministry's policy on Employment.

   (c) The design and supervision of training programmes for the Employment Service.

3. To represent the Ministry, as and when required, on committees and councils dealing with matters related to employment.

4. To tender up-to-date statistical and other information on the manpower situation on a national basis.

5. To perform such cognate duties as may be assigned.