



# పట్టణ పేదరిక నిర్మూలన సంస్థ (ఆం.ప్ర)

MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS  
Department of Municipal Administration & Urban Development, GoAP



From  
Sri. P.Chinna Thataiah,  
Mission Director,  
APMEPMA,  
Guntur.

To  
All the Project Directors in the State,  
The Project Officer, VMC.

**Lr. No. 202/MEPMA/EST&P /2017, Dated: 30- 06-2017.**

Sir/Madam,

Sub:- MEPMA - EST&P – 2017-18– Identification of unemployed youth for registration and Conducting Job melas for direct placements for trained youth in every month – Roles and Responsibilities of STPs, TE (LH) and Project Director- Instructions - issued – Regarding.

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With reference to the subject cited above, all the Project Directors are requested to conduct identification of unemployed youth in all ULBs and also to conduct Job melas for direct placements for trained youth in every month and update the placements portal. The roles and responsibilities of STPs, TEs and Project Directors is as follows:-

### **Role of STPs:**

1. Each STP should submit their potential employer details.
2. STP should prepare future requirements for each of potential employers and display in Job Melas.
3. STP should also display the details of the courses offered by them qualification, age requirements in Job Mela.
4. Each STP should arrange at least 5 employers in Job mela.
5. Each STP should make necessary arrangements for registration of unemployed youth for future trainings.

### **Role of the Technical Expert (LH):**

1. The TE must ensure the mobilization of unemployed youth to the job mela at least of 500 youth.
2. Coordinating the Job mela with STPs, Project Director and Town Level MEPMA functionaries.

3. The responsibility of publicity of the programme and collecting data of unemployed youth from the job mela.
4. Analyzing the data and selection of the candidates on suitability of the courses and share the same data to STPs for conducting the trainings.
5. Entering the data of placed candidates in to MIS.

**Role of Project Director:**

1. The Project Director must ensure the venue and required stalls for STPs and Employers.
2. The Project Director should collect details of the employers form STPs before 7 days from the date of Job Mela.
3. The Project Director should ensure his/her presence at time of Job Mela.
4. The Project Director should send the progress report of Job melas to Head Office on or before 25th<sup>of</sup> every month.

The Project Directors are requested to send the plan of action month wise for conducting job melas in your districts and also fixed dates for identification of unemployed youth in all ULBs for conducting trainings in 2017-18. An amount of Rs. 10000/- may be met from EST&P component in job mela of AAFP.

**Action plan format:**

S.No	District	ULB	Month	Proposed date of Conducting Job mela

Yours faithfully,

*G. S. Rao*  
30/06/2018

**For MISSION DIRECTOR**

**Copy to all the Skill Training Providers.**

**Note:** *Job melas shall be conducted in all ULBs where the population is more than One*

*Lakh. In the remaining ULBs you may organize unemployed youth identification and registration camps.*