

RULE – 4
EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF
VACANCIES) RULES, 1960

Form and manner of notification of vacancies-

(1) The vacancies shall be notified in writing to the appropriate Employment Exchange on the following format, furnishing as many details as practicable, separately in respect of each type of vacancy:-

Requisition form to be used when calling for applicants from Employment Exchange:

(Separate form to be used for each type of posts)

1. Name & Address of the Employer:

.....

.....

Telephone/ Landline / Mobile No. (if any)

Official Email Id of the Employer

2. Name & Address of the Indenting Officer:

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.....

Telephone/ Landline / Mobile No. (if any)

Official Email Id.....

3. Nature of vacancy:

a) Designation of the post(s) to be filled -----

b) Description of duties -----

c) Qualifications required: -----

	* For Priority categories (Applicable for Central Govt. post only)	For others
(i) Essential	----- ----- -----	----- ----- -----
(ii) Desirable	----- ----- -----	----- ----- -----

d) Age Limits, if any -----

e) Whether women are eligible -----

4. Number of Posts to be filled duration-wise

<u>Duration</u>	<u>Number of posts</u>
(a) Permanent	-----
(b) Temporary	-----
(i) Less than 3 months	-----
(ii) Between 3 months and one year	-----
(iii) Likely to be continued beyond one year	-----

5. Whether there is any obligation for arrangement forgiving preference to any category of persons such as Scheduled Caste, Scheduled Tribe, Ex-serviceman and Physically Handicapped persons in filling up the vacancies to be filled by such categories of persons:-

Categories

Number of vacancies to be filled

	Total	*By Priority candidate (Applicable for Central Government post only)
(a) Scheduled Caste	-----	-----
(b) Scheduled Tribe	-----	-----
(c) Ex-Serviceman	-----	-----
(d) Physically Handicapped	-----	-----
(e) Others	-----	-----
6. Pay and Allowances	-----	-----
7. Place of work (Name of the town/village and district in which it is situated,)	-----	-----
8. Probable date by which the vacancy will be filled.	-----	-----
9. Particulars regarding interview/test of applicants:		
a) Date of interview/test	-----	-----
b) Time of interview/test	-----	-----
c) Place of interview/test	-----	-----
d) Name, designation, address And Telephone No. (if any) of the Officer to whom applicants should report.	-----	-----
10. Any other relevant information.	-----	-----

Certified that while placing this demand, the instructions connected with the orders on communal representation in the services have been strictly followed with due regard to the roster maintained in accordance with these orders (to be given only by all the Central Government Offices/establishments/undertakings etc. on whom reservation orders are applicable).

Date:

Signature of the Head of Office.

Please Note:

*[Delete if not applicable.]

The vacancies shall be re-notified in writing to the appropriate Employment Exchange if there is any change in the particulars already furnished to the Employment Exchange under sub- rule(1)]

Time limit in the notification of vacancies :-

(1) Vacancies, required to be notified to the Local Employment Exchange, **shall be notified atleast 15 days before the date** on which applicants will be interviewed or tested where interview or tests are held or the date on which vacancies are intended to be filled, if no interview or test are held.

(2) Vacancies required to be notified to the Central Employment Exchange shall be notified giving at least 60 days time to the Central Employment Exchange from the date of receipt of the notification to the date of dispatch of particulars of applications of the prospective candidates for purpose of appointment or taking interview or test against the vacancies notified]

(3) An employer shall furnish to the concerned Employment Exchange, the results of selection with in 15 day from the date of selection.