

**EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION  
OF VACANCIES) RULES 1960**  
**DIRECTORATE GENERAL OF RESETTLEMENT AND EMPLOYMENT  
NOTIFICATION**  
**NO. G.S.R. 477, DATED THE 26TH APRIL, 1960.**

In exercise of powers conferred by Section 10 of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 ( 31 of 1959), the Central Government hereby makes the following Rules, the same having been previously published as required by Subsection (1) of the said section, namely:

**1. Short title and commencement.**- (1) These rules may be called the Employment

Exchanges ( Compulsory Notification of Vacancies) Rules, 1960.

(2) They shall come into force on 1st day of May, 1960.

**2. Definitions.**- In these Rules, unless the context otherwise requires,-

(1) “**Act.**” means the Employment Exchanges ( Compulsory Notification of Vacancies) Act, 1959 ( 31 of 1959);

(2) “**Central Employment Exchange**” means any Employment Exchange established

by the Government of India, Ministry of Labour and Employment;

(3) “**Director**” means the Officer-in-charge of the Directorate administering

Employment Exchanges in a State or a Union Territory;

(4) “**Form**” means a form appended to these Rules;

(5) “**Local Employment Exchange**” means –

(a) in the whole of India except the Union Territory of Chandigarh that Employment

Exchange ( other than the Central Employment Exchange) notified in the official

Gazette by the State Government or the Administration of the Union Territory as

having jurisdiction over the area in which the establishments concerned are

situated or over specified classes or categories of establishments concerned or

vacancies; and

(b) in the Union Territory of Chandigarh that Employment Exchange established

either by the Union Territory Administration of Chandigarh or by the State

Government of Punjab or Haryana notified in that State’s respective Official

Gazette as having jurisdiction over specified classes or categories of establishments or vacancies, provided that the employment exchanges

established by the State Government of Punjab or Haryana shall not have

jurisdiction over—

(i) The Public Sector offices/establishments other than those belonging to

the respective States: and

(ii) Private Sector establishments.

6. “ **Section**” means a Section of the Act.

3. Employment Exchanges to which vacancies are to be notified – ( 1)

The following

vacancies, namely NESM/

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(a) vacancies in posts of Technical and Scientific nature carrying a basic pay of

Rs1400/- or more per month occurring in establishments in respect of which

the Central Government is the appropriate Government under the Act, and

(b) vacancies which an employer may desire to be circulated to the Employment

Exchanges outside the State or Union Territory in which the establishment is situated.

shall be notified to such Central Employment Exchange as may be specified by the

Central Government by notification in the Official Gazette, in this behalf.

(2) Vacancies other than those specified in sub-rule (1) shall be notified to the local

Employment Exchange concerned.

4. **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 Exchanges.

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

1. Name, address and Telephone No. \_\_\_\_\_

( if any) of the employer.

2. Name, designation and Telephone No.

\_\_\_\_\_  
(if any) of the indenting Officer.

3. Nature of vacancy:

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

\_\_\_\_\_  
(b) Description of duties \_\_\_\_\_

(c) Qualification required: \_\_\_\_\_

\* For Priority For others

categories ( Applicable

for Central Government

post only)  
(i) Essential \_\_\_\_\_  
(ii) Desirable \_\_\_\_\_  
(d) Age Limits, if any \_\_\_\_\_  
(e) Whether women are eligible. \_\_\_\_\_

4. Number of posts to be filled duration wise Number of posts  
Duration

(a) Permanent \_\_\_\_\_  
(b) Temporary \_\_\_\_\_

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(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 for giving preference to any category of persons such as Scheduled caste, Scheduled Tribe, Ex-serviceman and Physically Handicapped persons in filling up the vacancies and, if so, the number of vacancies to be filled by such categories of persons:-

Categories Number of vacancies to be filled \_\_\_\_\_

Total \*By Priority candidates

(Applicable for Central Government

posts 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**

\*[ Delete if not applicable.]

(2) The vacancies shall be renotified in writing to the appropriate Employment Exchange if there is any change in the particulars already furnished to the Employment Exchange under subrule(1)]

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**5. Time limit in the notification of vacancies :-**

(1) Vacancies, required to be notified to the Local Employment Exchange, shall be notified at least 15 days before the date on which applicants will be interviewed or tested where interviews or tests are held or the date on which vacancies are intended to be filled, if no interviews or tests 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 despatch of particulars or applications of the prospective candidates for purpose of appointment or taking interview or test against the vacancies notified.]

(1) An employer shall furnish to the concerned Employment Exchange, the results of selection within 15 days from the date of selection.

**6. Submission of returns:-** An employer shall furnish to the local Employment Exchange quarterly returns in form ER-I and biennial returns in form ER-II Quarterly returns shall be furnished within 30 days of the due dates, namely, 31st March, 30th June, 30th September and 31st December, biennial returns shall be furnished within 30 days of the due date as notified in the Official Gazette.

**7. Officer for purposes of Section 6 :-** The Director is hereby prescribed as the officer who shall exercise the rights referred to in Section 6, or authorise any person in writing to exercise those rights.

**8. Prosecution under the Act :-** The Director of Employment of the State in which the establishment is located ] is hereby prescribed as the officer who may institute or sanction the institution of prosecution for an offence under the Act or authorise any person in writing to institute or sanction the institution of such prosecution.

**FORM ER-I**

Quarterly return to be submitted to the local Employment Exchange for the

quarter ended .....

The following information is required under the Employment

Exchanges (Compulsory

Notification of Vacancies) Rules, 1960 to assist in evaluating trends

in employment and for

action to correct imbalances between labour supply and demand.

Name and address of the employer

Head Office .....

Whether }

Branch Office .....

Nature of business/principal activity .....

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1. (a) Employment

Total number of persons including working

proprietors/partners/commission

agents/contingent paid and contractual workers on the pay rolls of

the establishment

excluding part-time workers and apprentices (The figures should

include every person whose

wage or salary is paid by the establishment).

On the last working day of the On the last working day of the

previous quarter quarter under report

Men

Women

Total

(c) Please indicate the main reasons for any increase or decrease in

employment if the increase

or decrease is more than 5 per cent during the

quarter.....

Note :- Establishments are reminded of their obligation under the

Employment Exchanges

(Compulsory Notification of Vacancies) Act for notifying to

Employment Exchanges details

of vacancies specified under the Act, before they are filled.

2. **Vacancies** : Vacancies carrying total emoluments of Rs. 60 or over

per month and of over 3

month's duration.

2(a) Number of vacancies occurred and notified during the quarter

and the number filled during

the quarter.....

Number of vacancies which come within the purview of the Act

Occurred Notified Filled Source (describe the

----- source from which

Local Central filled)

Employment Employment

Exchange Exchange

1 2 3 4 5

2(b) Reasons for not notifying all vacancies occurred during the

quarter under report vide 2(a)

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above...

.....

### 3. Manpower shortages

Vacancies/posts unfilled because of shortage of suitable applicants.

Name of the occupation or designation Number of unfilled  
vacancies/posts

Of the posts essential qualif- essential experience  
ications experience necessary  
prescribed

1 2 3 4

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Please list other occupations for which this establishment had  
recently any difficulty in obtaining  
suitable applicants.

Signature of employer

To

The Employment Exchange,

\_\_\_\_\_

\_\_\_\_\_

Note:- This return shall relate to quarter ending 31st March/30th  
June/30th September and 31st  
December and shall be rendered to the local Employment Exchange  
within 30 days after the end  
of the quarter concerned.

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### FORM ER-II

Occupational return to be submitted to the local Employment  
Exchange once in tow years (on a  
date to be specified by notification in the Official Gazette)

{Vide the Employment Exchanges (Compulsory Notification of  
Vacancies) Rules, 1960}

Name and address of the employer

Nature of business

(Please describe what the establishment makes or does as its  
principal activity)

1. Total number of persons on the pay rolls of the establishment on  
(specified  
date).....

(This figure should include every person whose wage or salary is  
paid by the establishment.)

2. Occupational classification of all employees as given in Item I  
above. (Please give below the  
number of employees in each occupation separately.)

Occupation Number of employees

Use exact terms such as engineer Men Women Total Please give as  
far as

(Mechanical); teacher ( domestic Science); possible approximate  
Officer on Special Duty (Actuary); number of vacancies

Assistant Director (Metallurgist); in each occupation  
Scientific Assistant( Chemist ) ; you are likely to fill  
Research Officer( Economist);Instructor during the next  
(Carpentry); Supervisor( Tailor); Calendar year due to  
Fitter ( Internal combustion engine) Retirement, expansion or  
Inspector( Sanitary); Superintendent( Office) Re-organisation.  
Apprentice ( Electrician)

1 2 3 4 5

.....

...

.....

.....

Total

Dated

Signature of employer

To

The Employment Exchange

( Please fill in here the address of your local Employment Exchange)

Note:- Total of Column ( 4 ) under item 2 should correspond to the  
figure against item 1.

**1. Subs. By G.S.R. 450 dt March 7, 1963.**

**2 Subs. by G.S.R 548 dt. 16.3.1968**

**3 Subs. by G.S.R.1718 dt. 18.11.1976 (1976 CCL-III)**

**4 Subs. By GSR No.236 dated 06.05.1`982**

**5 Subs. by G.S.R. 133 dt. 3.1.1985 (w.e.f. 2.2.1985)**

**6 Subs. by G.S.R 634 dt. 27.7.1987 (1987 CCL-III-780)**