

# Employment Exchanges (Compulsory Notification of Vacancies) Act

## Form Under Rule 4(1) of the Employment Exchanges Rules Form and Manner of Notification of Vacancies

Rule 4(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 form 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) Qualifications required: \_\_\_\_\_

	*For priority categories (applicable for Central Government posts 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 Number of posts

**Duration**

(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 or arrangement for giving preference to any category of persons such as Scheduled Caste, Scheduled Tribe, Ex-Servicemen and Physically Handicapped persons in filling up the vacancies and, if so, the number of vacancies to be filled by such categories of person---

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-Servicemen		
(d) Physically Handicapped		
(e) Other		

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 number. (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 others on communal representation in the services have been strictly followed with due regard to the roster maintained in accordance with these order (to be given only by all the Central Government Officer / Establishment / Undertakings etc. on whom reservation order are applicable).

Date: \_\_\_\_\_

Signature of the Head of Office:

\* Delete if not applicable