

**EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF  
VACANCIES) RULES 1960.**

*Directorate General of Resettlement and Employment Notification No. G.S.R.477.  
Dated the 26<sup>th</sup> 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 Sub-section (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 1<sup>st</sup> 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 Exchanges 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 Exchanges' 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 have not 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.
  1. **Employment Exchanges to which vacancies are to be notified-** (1) The following vacancies, namely 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.
  2. **Form and manner of notification of vacancies** (1) The vacancies shall be notified in writing to the appropriate employment exchanges 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 Employer:
2. Name Designation and Telephone no (if any) of the intending officer:
3. Nature of Vacancy
  - a. Designation of the post(s) to be filled
  - b. Description of the duties
  - c. Qualification required
 

	For priority categories (Applicable for central govt post only)	For others
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    1. Essential
    2. Desirable
  - d. Age limits, if any
  - e. Whether women are eligible
4. Nos of posts to be filled duration wise
 

	Number of Posts
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Duration

- a. Permanent
- b. Temporary
  1. Less than 3 months
  2. Between 3 months and one year
  3. 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-service man 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 only)
a) Scheduled caste,		
b) Scheduled tribe		
c) Ex-service men		
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 Tel 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 9 to be given only by all Central Government offices/ establishments/ undertakings etc. on whom reservation order are applicable)

Date -

Signature of the Head of office

\* 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 exchanges under sub-rule (1).

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

- (1) Vacancies, required to be notified to the local Employment Exchanges, 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 vacancies notified.
  - (3) An employer shall furnish to the concerned employment exchange, the result of selection with 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 ER-II. Quarterly returns shall be furnished within 30 days of the due dates namely, 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December, biennial returns shall be furnished within 30 days of due date as notified in the official Gazette.
  7. **Officer for purpose 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.