FORM ER I

Quarterly return to be submitted to the concerned Regional/District Employment Exchange for the quarter ending…………………..

The following information is required under the ***Employment Exchanges (Compulsory Notification of Vacancies) Rule, 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:_____

Nature of business:_____

Whether
- Head Office:_____
- Branch Office:_____

Nature of business/principal activity:_____

1. Total numbers 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 previous quarter	On the last working day of the quarter under report
Men		
Women		
Total		

Please indicate the main reasons for any increase or decrease in employment if the increase or decrease is more than 5 percent during the quarter………….

Note:- Establishments are reminded of their obligation under the Employment Exchange (Compulsory Notification of Vacancies) Act for notifying to Employment Exchanges detail 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 months 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 filled)
	Local Employment Exchange	Central Employment Exchange		
1.	**2.**	**3.**	**4.**	**5.**

2 (b) Reasons for not notifying all vacancies occurred during the quarter under report vide 2(a) above………………………………………………………………………………………………………
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2. **Manpower shortages:** Vacancies/posts unfilled because of shortage of suitable applicants.

Name of the occupation or designation of the posts	Number of unfilled vacancies/posts		
	Essential qualification prescribed	Essential experience	Experience not necessary

Please list any 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 concerned Regional/District Employment Exchange within 30 days after the end of the quarter concerned.