

**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) Act, 1959. :

Quarter Ended  
 Name and Address of the Employer :  
 Whether Head Office/Branch Office :  
 Nature of Business/Principal activity :

**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 figure should include every person whose wage or salary is paid by the establishment)

Man power	On the last working day of the previous quarter	On the last working day of the quarter under report
1	2	3
Men		
Women		
Total		

(b) Please indicate the main reasons for any increase or decrease in employment if the increase or decrease is more than 5% during the quarter.

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**Note:** Establishments are reminded of their obligation under the Employment Exchanges

(Compulsory Notification of Vacancies) Rules, 1960 for notifying the 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 months duration.

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

No. of vacancies which come within the purview of the Act

Occurred	Notified to		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 view (a) above.

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**3. Manpower Shortages**

Vacancies/Posts unfilled because of shortage of suitable applicants:

**Number of unfilled vacancies/posts**

Name of the Occupation or designation of the post	Essential qualifications prescribed	Essential experience	Experience not necessary
1	2	3	4

Date:

Signature of Employer

Place:

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To,  
The Employment Exchange  
(Write address of Local Employment Exchange)

**Note:-** This return shall relate to quarters 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.