

The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959

The following form should be used by employers / organisations when applying to employment exchanges for sending a list of suitable candidates for specific jobs.

**THE EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES) ACT, 1959
FORM OF NOTIFICATION OF VACANCIES**

Requisition form to be used when calling for applicants from an Employment Exchange.
(Separate form to be used for each type of post(s))

1. Name, Address and Tel. No. (if any) of the Employer :
2. Name, Designation and Tel. 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 For other categories
(Applicable for Central Govt. posts only)
 - i. Essential :
 - ii. Desirable :
 - d. Age Limits, if any :
 - e. Whether women are eligible :
4. Number of posts to be filled duration wise

Type of Post	Duration	No. of Posts
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 or Physically Handicapped Person, in filling up the vacancies, and if so, the number of vacancies to be filled by such categories or persons

Category	Total	By Priority (Candidates applicable for Central Government posts only).
1	2	3
a) Scheduled Caste		
b) Scheduled Tribe		
c) Ex-Servicemen		
d) Physically Handicapped		
e) Others		

6. Pay and Allowances :

7. Place of work (Name of the town/village and districts in which it is situated) :
8. Probable date by which the vacancy will be filled :
9. Particulars regarding interview/test of applicant :
 - 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 service 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 Officers / Establishments / Undertakings etc. on whom reservation orders are applicable).

Date:

Signature of the Head of Office
and Rubber Stamp.

Place:

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