

FORM ER-II

**Occupational return to be submitted to the local Employment Exchange once in two years
(on a date to be specified by notification in the Official Gazette)
{Vide the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960}**

Name and address of the employer

Nature of business

(Please describe what the establishment makes or does as its principal activity)

1. Total number of persons on the pay rolls of the establishment on (specified date).....

(This figure should include every person whose wage or salary is paid by the establishment.)

2. Occupational classification of all employers as in the return ER-II (Please give below the number of employees in each occupational separately.)

Occupation Use exact terms such as engineer (Mechanical); teacher (domestic Science); Officer on Special Duty (Actuary); Assistant Director (Metallurgist); Scientific Assistant(Chemist) ; Research Officer(Economist);	Number of employees			Please give as far as possible approximate number of vacancies in each occupation you are likely to fill during the next Calendar year due to Retirement,expansion Or Re-organisation
	Men	Women	Total	
1	2	3	4	5
.....				
.....				

Total

Dated

Signature of employer

To

The Employment Exchange
(Please fill in here the address of your local Employment Exchange)

Note:- Total of Column (4) under item 2 should correspond to the figure against item 1.