

**FORM ER-I**

**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) Rules, 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.....

Head Office .....

Whether }

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).

On the last working day of the  
Previous quarter

On the last working day of the  
quarter under report

Men

Women

Total

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

Note :- Establishments are reminded of their obligation under the Employment Exchanges(Compulsory Notification of Vacancies) Act for notifying to 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 month's duration.

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

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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3. 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 qualifications prescribed	essential experience	experience (not necessary)
1	2	3	4

Please list 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 31<sup>st</sup> March/30<sup>th</sup> June/30<sup>th</sup> September and 31<sup>st</sup> December and shall be rendered to the local Employment Exchange within 30 days after the end of the quarter concerned.