

## SEM-7

Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959

(Section 4 of the Act and Rule 4 of Rules, 1960)

### Form for Notification of vacancies

1. Name and address of employer.
2. Telephone number of the employer, if any.
3. Nature of vacancy.
  - a. Type of workers required (Designation).
  - b. Description of duties.
  - c. Qualification Required.
    - i. Essential.
    - ii. Desirable.
  - d. Age limits, if any.
  - e. Whether women are eligible?
4. Number of vacancy-

#### Reservation for

	Scheduled Caste	Scheduled Tribes	Other Backward Classes	Ex-servicemen who joined service or were commissioned on or after 1 <sup>st</sup> November, 1962 and released at any time there after	Un-reserved	Total
	1	2	3	4	5	6
a	Regular					
b	Temporary					

5. Pay and allowances.
6. Place of work (name of town/village and district in which it is situated).
7. Probable date by which the vacancy will be filled.
8. Particulars regarding interview/test of applicants-
  - a. Date of interview/test.
  - b. Time of interview/test.
  - c. Place of interview/test.
  - d. Designation and address of the persons to whom applicants should report.
9. Whether there is any obligation or arrangement for giving preference to any category of persons in filling up vacancies.
10. Any other relevant information.

Certified that while placing this demand the reservation for Scheduled Caste/Scheduled Tribes and Other Backward Classes and Ex-servicemen who joined service or were commissioned on or after 1<sup>st</sup> November 1962 and released at any time there after from the service as per orders of Punjab Government has been followed strictly.

Signature of Employer

To

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

**Note:** If any vacancy/vacancies is/are reserved for Scheduled Caste/Scheduled Tribes/ Other Backward Classes and Ex-servicemen who joined service or were commissioned on or after 1<sup>st</sup> November, 1962 and released at any time there after, then indication to this office should be given. Indicate the exact duration of the vacancy, if it is of temporary nature.