

**Form for Notification of Vacancies**

(Form for the Notification of Vacancies to the Employment Exchange by both Act and Non-Act Establishments, the employer should submit the requisition in the Employment Exchanges as per in form X-6)

1.	<b>Name and address of the employer</b>	
2.	Telephone No .of the employer, if any	
	Nature of vacancy;-	
	(a) Type of works required(Designation)	
	(b) Description of duties	
	<b>(c). Qualification required</b> (i) Essential (ii) Desirable	
	(d) Age limits, if any	
	(e)Whether women are eligible	
3.	<b>No. of vacancies</b> (a) Regular (b) Temporary	
4.	Pay and allowances	
5.	<b>Place of work</b> (name of town/village and District in which it is situated)	
6.	Probable date by which the vacancy will be filled.	
7.	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 person to whom applicants, should report	
8.	Whether there is any obligation or arrangement for giving reference to any category persons infilling up the vacancies e.g. Scheduled Castes/Scheduled Tribes. Priority applicants Ex-servicemen etc.(also please indicate the number of vacancies reserved for Scheduled castes/Tribes)	
9.	Any other relevant information	

**To**  
**The Sub-Regional Employment Officer**  
**Government of Tripura.**