

THE EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES) RULES 1960 (AS AMENDED UPTO DATE) **

In exercise of the powers conferred by section 10 of the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 (31 of 1959), the Central Government hereby makes the following rules, the same having been previously published as require by sub-section (i) of the said section, namely:

RULES

1. Short title and commencement –

(1). These rules may be called the **Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960.**

(2). They shall come into force on the **1st day of May, 1960.**

2. **Definitions** – In these rules, unless the context otherwise requires-

i) **“Act”** means the Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 (31 of 1959);

ii) **“Central Employment Exchange”** means any employment exchange established by the Government of India, Ministry of Labour & Employment”.

iii) **“Director”** means the officer in charge of the Directorate Administering Employment Exchanges in a State or a Union Territory;

iv) **“Form”** means a Form appended to these rules;

v) **“Local Employment Exchange”** means that Employment Exchange (other than the Central Employment Exchange) notified in the official Gazette by the State Government or the Administration of the Union Territory as having jurisdiction over the area in which the establishment concerned is situated or over specified classes or categories of establishments or vacancies;

vi) **“Section”** means a section of the Act.

3. **Employment Exchanges to which vacancies are to be notified**

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(I). The following vacancies, namely: -

a) Vacancies in posts of a technical and scientific nature carrying a basic pay of Rs.425/- or more per month occurring in establishments in respect of which the Central Government is the appropriate Government under the Act, and

b) Vacancies which an employer may desire to be circulated to the Employment Exchanges outside the State or Union Territory in which the establishment is situated, shall be notified to such Central employment Exchange as may be specified by the

Central Government by notification in the official gazette, in this behalf.

(II). Vacancies other than those specified in **sub-rule (I)** shall be notified to the local Employment Exchange concerned.

5. Form and manner of notification of vacancies – (I). The vacancies shall be notified in writing to the appropriate Employment Exchange, and the following particulars shall be furnished, where practicable, in respect of each type of vacancy: -

- I. Name of address of the employer;
- II. Telephone number of the employer, if any;

III. **Nature of vacancy** –

- a) Type of workers required (Designation);
- b) Description of duties;
- c) Qualifications required –
 - i) Essential
 - ii) Desirable,
- d) Age limits, if any;

e) Whether women are eligible?

4. Number of vacancies-

- 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 person to whom applicants should report.

9. Whether there is any obligation or arrangement for giving preference to any category of persons such as Scheduled Castes, Scheduled Tribes, Ex-Servicemen and Physically Handicapped persons in filling up the vacancies, and if so, the number of vacancies to be filled by such categories of persons.

10. Any other relevant information.

The vacancies shall be re-notified in writing to the appropriate Employment Exchange if there is any change in the particulars already furnished to the Employment Exchange under sub-rule (I).

5. Time limit for the notification of vacancies-

- 1) Vacancies, required to be notified to the local Employment Exchange, shall be notified at least 15 days before the date on which applicants will be interviewed or tested where interviews or tests are held, or the date on which vacancies are intended to be filled, if no interviews or tests are held.
- 2) Vacancies, required to be notified to the Central Employment exchange, shall be notified at least four weeks before the date on which applicants will be interviewed or tested where interviews or tests are held, or the date on which vacancies are intended to be filled, if no interviews or tests are held.
- 3) An employer shall furnish to the concerned Employment Exchange, the results of selection within 15 days from the date of selection.

6. Submission of returns: - An employer shall furnish to the local Employment Exchange quarterly returns in form ER-I and biennial returns in Form ER-II. Quarterly returns shall be furnished within thirty days of the due date, namely, 31st March, 30th June, 30th September. Biennial return shall be furnished within thirty days of the due date as notified in the official Gazette.

7. Officer for purposes of Section 6 – The director is hereby prescribed as the officer who shall exercise the rights referred to in Section 6, or authorise any person in writing to exercise those rights.

8. Prosecution under the Act – The Director of Employment of the State in which the establishment is located is being prescribed as the office who may institute or sanction the institution of prosecution for an offence under the Act, or authorize any person in writing to institute or sanction the institution of such prosecution.

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** As per published in Gazette of India part,II-Section3-sub-section(i).dated 16.3.63 – 23.3.68-4.12.76 and 6.3.82 under GSR, 450-GSR,548-GSR, 1718 and GSR, 236 respectively.
