

Form and manner of notification of vacancies

(See Rule 29)

The vacancies shall be notified in writing to the concerned Special Employment Exchanges and the following particulars shall be furnished, in respect of each type of vacancy, namely: -

1. Name and Address of the employer :
2. Telephone Number of the employer, if any :
3. Nature of Vacancy
 - (a) Type of workers required :
 - (b) (i) Description of duties :
 - (ii) Physical requirements :
(i.e., job involves visual accuracy,
frequent movement / walking,
continuous long hours sitting, etc.)
 - (c) Qualifications required (i) Essential :
(ii) Desirable :
 - (d) Age limits; if any :
 - (e) Whether women are eligible? :

4. Number of vacancies

Reserved for Physically Handicapped Persons		
Orthopaedically Handicapped	Visually Handicapped	Hearing Handicapped
(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. Any other relevant information :

The vacancies shall be re-notified in writing to the Special Employment Exchange for PH, Pondicherry if there is any change in the particulars already furnished to the Special Employment Exchange.

