

FORM ER-1

Quarterly return submitted to the Local Employment Exchange for the
quarter ending

(Vide the Employment Exchange (Compulsory Notification of Vacancies) Rule 6,1960)

Name and address of employer

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Nature of business

(Please describe what the establishment makes or does as.....
its principal activity)

1. Total number of persons on the pay rolls of the establishment -

(The figures should include every persons 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		

2. Particulars of vacancies (vacancies carrying total emoluments of Rs. 60 or over per month and of over three months duration)

(a) Number of vacancies occurred and notified during the quarter under report.

	Number of Vacancies	
	Notified to the Exchanges	
	Local Employment Exchange	Central Employment Exchange
Occurred		

(b) Number of vacancies filled during the quarter under report, through: -

(i) Employment Exchanges...

(ii) Other sources...

(b) Number of vacancies remaining unfilled at the end of the quarter under report due to shortage of suitable applicants.

Occupation	Number of Vacancies

3. Reasons, if any, for not notifying
all vacancies that occurred vide 2 (a)
above, to Employment Exchanges
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Signature of employer

To

The Employment Exchange,

