

SEM-7

Employment (Exchange Compulsory Notification of Vacancies),
Act, 1959 (Section 4 of the Act & Rule 4 of Rules, 1960)

Form for Notification of Vacancies

1. Name and address of the employer
2. Telephone No. of the employer, if any
3. Nature of Vacancy:-
 - a) Type of Workers required (Designation)
 - b) Description of duties
 - c) Qualifications required
 - i. Essential.
 - ii. Desirable.
 - d) Age limits of 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 in filling up the vacancies.
10. Any other relevant information.

Signature of Employer

To

The Regional Employment Officer,
Union Territory, Sector-17, Chandigarh.