

**ANNEXURE –IV**  
(ER-II)

**Occupational return to be submitted to the local Employment Exchange once in two years (on a date to be specified by Notification in the Official Gazette).**

{Vide the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960}.

Name and address of the Employer.....

Nature of business .....

(Describe what the establishment makes or does as its principal activity)

1. Total number of persons on the pay rolls of the establishment on (specified date)  
.....

(This figure should include every person whose wage or salary is paid by the establishment).

2. Occupational Classification of all employees as given in Item-1 above.

(Please give below the number of employees in each occupation separately).

Occupation	Number of employees			
	Men	Women	Total	
Use exact terms such as Engineer (Mechanical); Teacher (Domestic/Science); Officer On Special Duty (Actuary); Assistant Director (Metallurgist); Scientific Asstt. (Chemist); Research Officer (Economist); Instructor (Carpenter); Supervisor (Tailor); Fitter (Internal Combustion Engine); Inspector(Sanitary), Superintendent (Office); Apprentice (Electrician).				Please give as far as possible approximate number of vacancies in each occupation you are likely to fill during the next calendar year due to retirement/ expansion or re-organisation.
1	2	3	4	5
Total:				

Date.....

Signature of Employer

To

The Employment Exchange...

.....

(please fill in here the address of your Local Employment Exchange)

Note :- Total of Col.4 under Item 2 should correspond to the figures given against item 1.