

**EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES)
RULES, 1960**

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**EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES)
RULES, 1960**

No. G.S.R. 477. dated the 26th April. 1960. 1.- In exercise of the powers conferred by Sec. 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 required by sub-section (I) of the said section namely:

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,-

- (1) "Act" means the Employment Exchanges (Compulsory Notification of Vacancies) Act. 1959 (3 of 1959) :
- (2) "Central Employment Exchange" means ¹[any Employment Exchange] established by the Government of India. Ministry of Labour and Employment.
- (3) "director" means the officer-in-charge of the Directorate administering employment exchanges In a State or Union territory :
- (4) "form" mean? a form appended to these rules :

² [(5) "Local Employment Exchange" means-

(a) in the whole of the India except the Union Territory of Chandigarh 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 establishments, concerned are situated or over specified classes or categories of establishment or vacancies : and

(b) In the Union Territory of Chandigarh that Employment Exchange established either by the Union Territory Administration of Chandigarh or by the State Government of Punjab or Haryana notified in that State's respective Official Gazette as having jurisdiction over specified classes or categories

(i) the public sector offices establishments other than those belonging to the respective States ; and

(ii) private sector establishments.]

(6) "section" means a section of the Act.

1. Subs. by G.S.K. 1718, dated 18th November, 1976.

2. Subs. by G.S.K. 133 daled 3rd January, 1985 (w.e.l. 2nd February, 1985).

3. Employment exchanges to which vacancies are to be notified :-

(1) The following vacancies, namely,-

¹(a) vacancies in posts of a technical and scientific nature carry- ing a basic pay ofRs.²[1400] or more occurring in establishments In respect of which the Central Government is the appropriate Govern- ment under the Act, and]

(b) vacancies which an employer may desire to be circulated to the employment exchanges outside the State or Union terriroty in which the establishment is situated, shall be notified to ³ [such Central Employment Exchange as may be specified by the Central Govern- ment, by notification In the official Gazette, In this behalf.]

(2) Vacancies other than those specified in sub-rule (1) shall be notified in the local employment exchange concerned.

1. Subs. by G.S.K. 548, dated 16th March, 1968.

2. Subs. for "425" by G.S.R. 634 dated 27th July, 1987(w.e.f.) 15th August. 1987.)

3. Subs. by G.S.R. 1718 dated 18th November, 1976.

4. Form and manner of notification of vacancies :-

¹[(1) The va- cancies shall be notified In writing to the appropriate Employment Ex- change on the following format, furnishing as many details as practicable, Separately in respect of each type of vacancy :- Requisition Form to be used when calling for applicants from Employ- ment Exchanges. (Separate Form to be used for each type of post)

² (2) The vacancies shall be re-notified in writing to the appropriate employment exchange of the any change in the particulars already pub- lished to the Employment Exchange under sub-rule (1)]

1. Subs. by G.S.R. 133, dated 3rd January 1985 (w.e.f2nd February 1985).

2. Ins. by G.S.R. 548, dated 16th March, 1968 (w.e.f. 23rd March, 1968).

5. Time-limit for the notification of vacancies :-

(1) Vacancies, re- quired to be notified to the local employment exchange, shall be notified at least ¹[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[(2) Vacancies required to be notified to the Central Employment Exchange shall be notified, giving at least 60 days time of the Central Employment Exchange from the date of receipt of the notification to the date of despatch of particulars or applications of the prospective candidates for purpose of appointment or taking interview or test against the vacancies notified.]

³ ((3) An employer shall furnish to the concerned Employment Ex- change the result of selection within 15 days from the date of selection. I

1. Subs. for the words "one week" by G.S.R. 236, dated (the 9th January 1982, published in the Gazette of India. Pt. II. Sec. 3 (i) dated the 16th March, 1982.
2. Subs. by G.S.R. 133 dated the 3rd January, 1985 (w.e.l. 2nd February 1985).
3. Added by G.S.R. 236, dated the 3rd January, 1982, published in the Gazette of India

6. Submission of returns :-

An employer shall furnish to the Local Employment Exchange¹ [quarterly returns in Form ER-1 and biennial returns in Form ER- 11). Quarterly returns shall be furnished within thirty days of the dates, namely 31st March, 30th June, 30th September, and 31st December. Biennial returns shall be furnished within thirty days of the due date as notified in the official Gazette.

1. Subs. by G.S.R. 450, dated the- 7th March, 1963.

7. Officer for purposes of Sec. 6 :-

The director is hereby prescribed as the officer who shall exercise the rights referred to in Section 6 . or authorize any person in writing to exercise those rights.

8. Prosecution under the Act. :-

¹ [The Director of Employment of the State in which the establishment is located) is hereby prescribed as the officer 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.

1. Subs. by O.S.H. 548, dated 16th March, 1968 (w.c.l. 23rd March, 1968).