

FORM ER-I

Quarterly return to be submitted to the local Employment Exchange for the quarter ended - 31.03.2018

The following information is required under the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960 to assist in evaluating trends in employment and for action to correct imbalances between labour supply and demand.

Name and address of the employer _____

Whether Head Office _____

Branch Office _____

Nature of business/
 principal activity _____

1. (a) EMPLOYMENT

Total number of persons including working proprietors/partners/commission agent paid and contractual workers on the pay rolls of the establishment excluding part-time workers and apprentices (The figures should include every person whose wages or salary is paid by the establishment)

	On the last working day of the previous quarter <u>31.12.2017</u>	On the last working day of the quarter under report <u>31.03.2018</u>
Man		
Woman		
Total		

(b) Please Indicate the main reasons for any increase or decrease in employment, if the increase or decrease is more than 5% during the quarter _____

Note 1— Establishments are reminded of their obligation under the Employment Exchanges (Compulsory Notification of Vacancies) Act for notifying to Employment Exchanges details of vacancies

VACANCIES

Vacancies carrying total emoluments of Rs. 60/- or over per month and of over 3 months duration.

2. (a) Number of vacancies occurred and notified during the quarter and the number filled during the quarter.

Number of vacancies which come within the purview of the Act				
Occurred	Notified		Filled	Source (Describe the source from which filled)
	Local Emp. Exchange	Central Employment Exchange		
1	2	3	4	5

(b) Reasons for not notifying all vacancies occurred during the quarter under report vide (2) (a) above

3. MANPOWER SHORTAGES

Vacancies/posts unfilled because of shortage of suitable applicants.

Name of the occupation or designation of the post	Number of unfilled vacancies/posts		
	Essential qualifications prescribed	Essential experience	Experience not necessary
1	2	3	4

Please list any other occupations for which this establishment had recently any difficulty in obtaining suitable applicants.

Signature of Employer

To

The Employment Exchanges,

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