

**THE EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF
VACANCIES) ACT, 1959.**

No.31 of 1959

(2nd September, 1959)

**An Act to provide for the compulsory notification of vacancies to
employment exchanges.**

Be it enacted by parliament in the Tenth year of the Republic of India as follows: -

Short title, extent and commencement: -

1. (1) The Act may be called as the Employment Exchanges (Compulsory Notification of Vacancies) Act of 1959.
(2) It extends to the whole of India except the State of Jammu and Kashmir.
(3) It shall come into force in a State on such a date as the Central Government may, by notification in the official Gazette, appoint in this behalf for such state and different dates may be appointed for different States or for different areas of a State.

Definitions.

2. In this Act, unless the context otherwise requires –
 - (a) “*appropriate Government*” means –
 - (1) in relation to :-
 - (a) any establishment of any railway, major port, mine or oil field, or
 - (b) any establishment owned, controlled or managed by :–
 - (i) the Central Government or a department of the Central Govt.
 - (ii) A company in which not less than fifty one percent of the share capital is held by the Central Government or partly by the Central Government and partly by one or more State Governments.
 - (iii) a corporation (including a co-operative society) established by or under a Central Act which is owned, controlled or managed by the Central Government.
 - (2) In relation to any other establishment, the Government of the State in which that other Establishment is situated;
 - (b) “*employee*” means, any person who is employed in an establishment to do any work for remuneration:
 - (c) “*employer*” means, any person who employs one or more other persons to do any work in an establishment for remuneration and includes any person entrusted with the supervision and control of employees in such establishment;

(d) "employment exchange" means, any office or place established and maintained by the Government for the collection and furnishing of information, either by the keeping of registers or otherwise, respecting : –

- i) persons who seek to engage employees,
- ii) persons who seek employment, and
- iii) Vacancies to which persons seeking employment may be appointed;

(e) "*establishment*" means –

- (a) any office; or
- (b) any place where any industry, trade, business or occupation is carried on;

(f) "*establishment in public sector*" means an establishment owned, controlled or managed by –

- (1) the Government or a department of the Government;
- (2) a Government company as defined in Section 617 of the companies Act, 1956.
- (3) a corporation(including a co-operative society) established by or under a Central, provincial or State Act, which is owned, controlled or managed by the Government;
- (4) a local authority;

(g) "*establishment in private sector*" means an establishment which is not an establishment in public Sector and where ordinarily twenty five or more persons are employed to work for remuneration;

(h) "*prescribed*" means prescribed by rules made under this Act:-

(i) "*unskilled office work*" means work done in an establishment by any of the following categories of employees, namely:

- (1) Daftri;
- (2) Jemadar, Orderly and Peon;
- (3) Dusting man or farash;
- (4) Bundle or Record lifter;
- (5) Process Server;
- (6) Watchman;
- (7) Sweeper;
- (8) Any other employee doing any routine or unskilled work which the Central Government may by notification in the official Gazette, declare to be unskilled office work.

Act not to apply in relation to certain vacancies.

3. (1) This Act shall not apply in relation to vacancies:-

- a) in any employment in agriculture(including horticulture) in any establishment in private other than employment as agricultural or farm machinery operatives;

- b) in any employment in domestic service;
- c) in any employment the total duration of which is less than three months;
- d) in any employment to do unskilled office work;
- e) in any employment connected with the staff of parliament;

(2) Unless the Central Government otherwise directs by notification in the official Gazette in this behalf, this Act shall not also apply in relation to:—

- a) Vacancies which are proposed to be filled through promotion or by absorption of surplus Staff of any branch or department of the same establishment or on the result of any examination conducted or interview held by, or on the recommendation of, any independent agency, such as the union or a State public service Commission and the like;
- b) Vacancies in an employment which carries a remuneration of less than sixty rupees in a month.

Notification of vacancies to employment exchanges.

4. (1) After the commencement of this Act in any State or Area thereof, the employer in every establishment in Public sector in that State or Area shall, before filling up any vacancy in any employment in that establishment, notify that vacancy to such employment exchanges as may be prescribed.

(2) The appropriate Government, may, by notification in the Official Gazette require that from such date as may be specified in the notification, the employer in every establishment in private sector or every establishment pertaining to any class or category of establishments in Private sector shall, before filling up any vacancy in any employment in that establishment, notify that vacancy to such employment exchanges as may be prescribed, and the employer shall there upon comply with such requisition.

(3) The manner in which the vacancies referred to in sub-section (1) or sub-section(2) shall be notified to the employment exchanges and the particulars of employments in which such vacancies have occurred or are about to occur shall be such as may be prescribed.

(4) Nothing in sub-section (1) and (2) shall be deemed to impose any obligation upon any employer to recruit any person through the employment exchange to fill any vacancy merely because that vacancy has been notified under any of these sub-sections.

Employers to furnish information and Returns in prescribed Form.

5. (1) After the commencement of this Act in any State or Area thereof, the employer in every establishment in Public sector in that State or Area shall furnish such information or Return as may be prescribed in relation to vacancies that have occurred or are about to occur in that establishment, to such employment exchanges as may be prescribed.

(2) The appropriate Government may, by notification in the Official Gazette, require that from such date as may be specified in the notification, the employer in every establishment in Private sector or every establishment pertaining to any class or category of establishments in Private sector shall furnish such information or return as may be prescribed in relation to vacancies that have occurred or are about to occur in that establishment to such employment exchanges as may be prescribed, and the employer shall thereupon comply with such requisition.

(3) The form in which, and the intervals of time at which, such information or return shall be furnished and the particulars which they shall contain shall be such as may be prescribed.

Right of access to records or documents:

6. Such officer of Government as may be prescribed in this behalf, or any person authorised by him in writing, shall have access to any relevant record document in the possession of any employer required to furnish any information or returns under section 5 and may enter at any reasonable time any premises where he believes such record or document to be and inspect or take copies of relevant records or documents or ask any question necessary for obtaining any information required under this section.

Penalties:

7. (1) If any employer fails to notify to the employment exchanges prescribed for the purpose any vacancy in contravention of sub-section(I) or sub-section(II) of section 4, he shall be punishable for the first offence with fine which may extend to five hundred rupees and for every subsequent offence with fine which may extend to one thousand rupees.

(2) *If any person:—*

- (a) required to furnish any information or return –
i) refuses or neglects to furnish such information or return, or
ii) furnishes or causes to be furnished any information or return which he knows to be false, or
iii) refuses to answer, or gives a false answer to, any question necessary for obtaining any information required to be furnished under section 5; or
(b) impedes the right or access to relevant records or documents or the right of entry conferred by section 6, he shall be punishable for the first offence with fine which may extend to two hundred and fifty rupees and for every subsequent offence with fine which may extend to five hundred rupees.

Cognizance of offences.

8. No prosecution for an offence under this Act shall be instituted except by or with the sanction of such officer of Government as may be prescribed in this behalf or any person authorised by that officer in writing.

Protection of action taken in good faith.

9. No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act.

Power to make rules:

10. (1) The Central Govt. may, by notification in the Official Gazette and subject to the condition of previous publication make rules for carrying out the purposes of this Act.
- (2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:-
- (a) the employment exchange or exchanges to which, the form and manner in which and the time within which, vacancies shall be notified, and the particulars of employments in which such vacancies have occurred or are about to occur.
 - (b) The form and manner in which and the intervals at which information and returns required under section 5 shall be furnished, and the particulars which they shall contain;
 - (c) the officers by whom and the manner in which the right of access to documents and the right of entry conferred by section 6 may be exercised;
 - (d) any other matter which is to be, or may be prescribed under this Act.
- (3) All rules made under this Act shall be laid for not less than thirty days before each House of parliament as soon as may be after they are made, and shall be subject to such modifications as parliament may make during the season in which they are so laid or the session immediately following.

THE EMPLOYMENT EXCHANGES(COMPULSORY NOTIFICATION OF VACANCIES) RULES, 1960 AS AMENDED UPTO DATE)

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In exercise of the powers conferred by section 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(1) of the said section, namely:-

Rules

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(31 of 1959)
- (2) “*Central Employment Exchange*” means 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 a Union Territory;
- (4) “*Form*” means a Form appended to these rules;
- (5) “*Local Employment Exchange*” means 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 establishment concerned is situated or over specified classes or categories of establishments or Vacancies;
- (6) “*Section*” means a section of the Act.

3) Employment Exchanges to which Vacancies are to be notified -

- (1) The following vacancies, namely,
 - a) Vacancies in posts of a technical and scientific nature carrying a basic pay of Rs.1400/- or more per month occurring in establishments in respect of which the Central Government is the appropriate Government under the Act, and
 - b) Vacancies which an employer may desire to be circulated to the Employment Exchanges outside the State or Union territory in which the establishment is situated,

shall be notified to such Central Employment Exchange as may be specified by the Central Government by notification in the Official Gazette, in this behalf.

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

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- As published in the Gazette of India, Extra Ordinary Pt.II Section 3 sub-Section(1) dated 26th April, 1960 vide GSR-477.
 - As published in Gazette of India, Part-II, section 3, sub-section(i) dated 6.3.63, 23.3.68, 4.12.76, 6.3.82 and 2.2.85 under GSR-450; GSR-548 GSR-1718, GSR-236 and GSR 133 respectively.
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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 of establishments or vacancies, provided that the employment exchanges established by the State Government or Punjab or Haryana shall not have jurisdiction over –

4) **Form and manner of notification of Vacancies:-**

- 1) The vacancies shall be notified in writing to the appropriate Employment Exchange, and the following particulars shall be furnished, where practicable in respect of each type of vacancy:-

Requisition form to be used when calling for applicants from Employment Exchanges.

(Separate Form to be used for each Type of Posts)

1	<i>Name, Designation and Address of the Employer.</i>		
2	<i>Telephone No. (If any) of the Indenting Officer.</i>		
3	<i>Nature of Vacancy:</i> <i>a) Designation of the post(s) to be filled.</i> <i>b) Description of duties:</i>		
	<i>c) Qualifications required:</i>	<i>* For priority categories(applicable for Central Government posts only)</i>	<i>For others.</i>
	<i>i) Essential:</i>		

	<i>ii) Desirable</i>		
	<i>d) Age limits, if any</i>		
	<i>e) Whether women are eligible?</i>		
4	<i>No.of posts to be filled duration wise.</i>		
	<i>Duration</i>	<i>Number of posts.</i>	
	<i>a) Permanent</i>		
	<i>b) Temporary.</i> <i>i) Less than 3 months.</i> <i>ii) Between 3 months and one year.</i> <i>iii) Likely to be continued beyond one year.</i>		
5	<i>Whether there is any ;obligation or arrangement for giving preference to any Category of persons such as Scheduled Caste, Scheduled Tribe, Ex-Servicemen and Physically Handicapped persons in filling up of the vacancies and, if so, the number of vacancies to be filled by such categories of persons –</i>		
	<i>Categories.</i>	<i>Number of Vacancies to be filled.</i>	
		<i>Total</i>	<i>*By priority candidates(Applicable for Central Government posts only)</i>
	<i>a) Scheduled Caste</i>		
	<i>b) Scheduled Tribe.</i>		
	<i>c) Ex-Servicemen</i>		
	<i>d) Physically Handicapped.</i>		
	<i>e) Others.</i>		
6	<i>Pay and Allowance:</i>		
7	<i>Place of work(Name of the Town/Village and District in which it situated).</i>		
8.	<i>Probable date by which the vacancy will be filled.</i>		
9.	<i>Particulars regarding interview/test of applicants;</i> <i>a) Date of interview/test.</i> <i>b) Time of interview/test.</i> <i>c) Place of interview/test.</i> <i>d) Name,Designation,Address and Telephone No.(if any) of the Officer to whom applicants should report.</i>		
10	<i>Any other relevant information:</i>		

* Certified that while placing this demand, the instructions connected with the orders on communal representation in the services have been strictly followed with due regard to the roster maintained in accordance with these orders (to be given only by all the Central Government offices / Establishments / Undertakings etc., on whom reservation orders are applicable).

Date:

**Delete if not applicable*

Signature of the Head of office.

- 2) The vacancies shall be re-notified in writing to the appropriate Employment Exchange if there is any change in the particulars already furnished to the Employment Exchange under sub-rule(1).

5) Time limit for the notification of vacancies:-

- 1) Vacancies required to be notified to the local Employment Exchange, shall be notified atleast 15 days before the date on which applicants will be interviewed or tested where interview or tests are held, or the date on which vacancies are intended to be filled, if no interviews or tests are held.
- 2) Vacancies required to be notified to the Central Employment Exchange shall be notified giving atleast 60 days time to 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 or purposes of appointment or taking interview or test against the vacancies notified.
- 3) An employer shall furnish to the concerned Employment Exchange, the results of selection within 15 days from the date of selection.

- 6) Submission of returns:-** An employer shall furnish to the local Employment Exchange quarterly returns in Form ER-I and Biennial Returns in Form ER-II Quarterly Returns shall be furnished within thirty days of the due date, namely, 31st March, 30th June, 30th September and 31st December. Biennial return shall be furnished within thirty days of the due date as notified in the official Gazette.

- 7) *Officer for purposes of section 6*** – The Director is hereby prescribed as the officer who shall exercise the rights referred to in Section 6, or authorise any person in writing to exercise those rights.

- 8) *prosecution under the Act*** – 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 authorise any person in writing to institute or sanction the institution of such prosecution.

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GOVERNMENT OF KARNATAKA**DEPARTMENT OF EMPLOYMENT AND TRAINING****Form ER-I**

Quarterly Return to be submitted to the local Employment Exchange for the quarter ended

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.

<i>Name and Address of the Employer</i> :	
<i>Telephone No.:</i>	
<i>Head Office :</i>	
<i>Branch Office :</i>	
<i>Nature of Business / Principal Activity :</i>	

1. a) **EMPLOYMENT:** Total number of persons including working proprietors/ partners/ commission agents/ contingent paid and contractual workers, on the pay rolls of the estt. excluding part-time workers and apprentices. (The figures should include every person whose wage or salary is paid by the establishment).

	<i>On the last working day of the previous Quarter</i>	<i>On the last working day of the present Quarter under report</i>
<u>Men</u>		
<u>Women</u>		
<u>Total</u>		
b) <i>Please indicate the main reasons for any increase or decrease in employment if the increase or decrease is more than 5% during the quarter</i>		

Note: Establishments are reminded of their obligation under the Employment Exchanges (Compulsory Notification of Vacancies) Act for notifying to Employment Exchanges details of vacancies specified under the Act, before they are filled.

2. **VACANCIES:-** Vacancies carrying total emoluments of Rs.60/- or over per month and of over three months duration.

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

Vacancies Occurred	No. of vacancies which come within the purview of the Act			
	NOTIFIED		No. of vacancies filled	Source (Describe the source from which filled)
	Local Employment Exchange.	Central Employment Exchange		
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>

2. 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 occupation or designation of the posts	Number of Unfilled Vacancies/ Posts.		
	Essential qualification prescribed	Essential experience	Experience not necessary.
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>

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

Place:

Signature of the Employer

Date :

To:

The Employment Exchange,

Note: This return shall relate to quarters ending 31st March/ 30th June/ 30th September and 31st December and shall be rendered to the local Employment Exchange within 30 days after the end of the Quarter concerned.

GOVERNMENT OF KARNATAKA
DEPARTMENT OF EMPLOYMENT AND TRAINING

FORM E.R. II

Occupational Return to be submitted to the local Employment Exchange once in two years.,
as on 30th September

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

<i>Name and Address of the Employers and Phone No.</i>	
<i>Nature of Business / Principal Activity</i> <i>(Please describe what the establishment Makes or does as its principal activity)</i>	

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

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

Occupation	No.of Employees.			Forecast
<i>Use exact terms such as engineer (Mechanical), teacher (domestic/science), Officer on special duty (actuary), Assistant Director (metallurgist), Scientific assistant (chemist), Research Officer (economist), Instructor (carpenter), Supervisor (tailor), Fitter (Internal combustion Engine), Inspector (sanitary), Superintendent (office), Apprentice (electrician).</i> <i>(Keeping the above example as a guide line, furnish the list of posts/ occupations in your establishment)</i>	<i>Men</i>	<i>Women</i>	<i>Total</i>	<i>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.</i>
(1)	(2)	(3)	(4)	(5)

CASES FILED FROM JANUARY 1999 TILL DATE

Sl. No.	PARTICULARS .	DATE.
1	2	3
1	M/s Pasture and allied products Private Limited, Gokul Road, Hubli.	January 1999
2	Principle, S.J.Junior College, Nolvi, Hubli Taluk.	January 1999
3	Head Master, Nagarsabha Boys High School, Ranibennur.	February 1999
4	Head Master, Nagar sabha Boys High School, Ranibennur.	February 1999
5	Max Pharma, Max India Limited, Industrial Area, Nanjangud, Mysore District.	March 1999
6	The South Indian Paper Mills Limited, Chikkaiahna Choultry, Nanjangud, Mysore District.	March 1999
7	Mysore Panels and Boards Private Limited, Pandavapura, Nanjangud Taluk.	March 1999
8	Siddeshwara Dall Mills, Nowbad, Bidar District.	July 1999
9	Samaraksha Chemicals Private Limited, No.112, Humanabad Industrial Area, Humanabad.	July 1999
10	Sri Lakshminarayana Rice Mills Industries, Sindanur.	August 1999
11	M/s Bandari Udyoga Limited, Raichur.	August 1999
12	Canara Bank, Maski, Lingasugur Taluk, Raichur District.	September 1999
13	Manager, Belladha and Company, Vidyanagara, Hubli.	November 1999
14	Mahaveer Education Institution's, Chedda I.T.I, Rajanagara, Hubli.	November 1999
15	General Manager, Gokarnanatha Co-Operative Bank Limited, Administrative Officer, Falnir, Mangalore.	February 2000
16	President, Sri Gokarnanatha Co-Operative Bank Limited, Administrative Office, Falnir, Mangalore.	February 2000
17	M/s Raja Tiles Company Limited, Khanapur, Belgaum District.	May 2000
18	M/s Bhoja Chemicals Private Limited, Belura Industries Area, Dharwad.	May 2001