

# 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.

<b>Name and address of the employer Whether Head Office/Branch Office</b>	
Telephone No.	
E-mail Address	
Nature of business / principal activity	

## Employment :

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

On the last working day of the Previous Quarter		On the last working day of the Current Quarter
Men		
Female		
Total		

(b) Please indicate the main reasons for any increase in employment if the increase or decrease is more than 5 per cent during the quarter\_\_\_\_\_

2. Vacancies: Vacancies carrying total emoluments of Rs 60 or over per month and of over 3-month's 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 Employment Exchange	Central Employment Exchange		

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 the occupation or designation of the post	Number of unfilled vacancies / post		
	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.

To,  
**O/o The Assistant Director of Employment**  
**C/5, Govt. M.S.Bldg., Nanpura.**  
**Surat.**

Signature Of Employer  
With Rubber Stamp

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.