

**FORM-XXXV***[see rule 84 (3)(b)]***Vacancy Notification Form**

(Separate forms to be used for each type of posts)

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                  |                      |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------|
| 1 | <b>Particulars of the employer:</b><br>Name:<br>Address with pin code:<br>Telephone No. :<br>Mobile No.:<br>Email address :<br>Registration No.<br>allotted by Career Centre :<br>Sector:<br>Functional Area:                                                                                                                                                                                                                                                |                                  |                      |
| 2 | <b>Particulars of the indenting Officer:</b><br>Name:<br>Designation:<br>Telephone No. :<br>Mobile No.:<br>Email address :                                                                                                                                                                                                                                                                                                                                   |                                  |                      |
| 3 | <b>Particulars of vacancy(ies):</b><br>(a)Designation/nomenclature of the vacancy(ies) to be filled<br>(b)Description of duties of the post (job role/functional role)                                                                                                                                                                                                                                                                                       |                                  |                      |
|   | (c) Qualifications/Skills required(educational,technical, experience)                                                                                                                                                                                                                                                                                                                                                                                        | Essential                        | Desirable/Preferable |
|   | (i) Educational Qualifications<br>(ii) Technical Qualifications<br>(iii) Skills<br>(iv) Experience                                                                                                                                                                                                                                                                                                                                                           |                                  |                      |
|   | (d) Age Limits, if any(Age as on last date of application)                                                                                                                                                                                                                                                                                                                                                                                                   |                                  |                      |
|   | (e) Preferences (such as Ex-servicemen, persons with disabilities, women, etc) if any                                                                                                                                                                                                                                                                                                                                                                        |                                  |                      |
|   | (f) duration of employment<br>(i) 3-6 months<br>(ii) 6-12 months<br>(iii) 12 months and more                                                                                                                                                                                                                                                                                                                                                                 | Number of posts                  |                      |
| 4 | <b>(a) Total No. of Vacancies:</b><br><b>(b) Whether there is any obligation for arrangement for giving reservation/ preference</b> to any category of persons such as the Scheduled Caste(SC), Scheduled Tribe(ST), Economically Weaker Sections(EWS), Other Backward Classes(OBC), Ex-serviceman and persons with disabilities (pwd), etc. in filling up the vacancies:<br><b>Yes/No</b><br>( if yes, give the bifurcation of vacancies mentioned in (a) ) |                                  |                      |
|   | Category                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Number of vacancies to be filled |                      |

|    |                                                                                                                                                                                        |        |                                                                          |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------|
|    | (a) Scheduled Caste<br>(b) Scheduled Tribe<br>(c) SEBC<br>(d)OBC<br>(e)EWS<br>(f) Ex-Serviceman<br>(g) Persons with disabilities (pwd)<br>(h) Women<br>(i) Others(specify)             | Total  | *By Priority candidates<br>(Applicable for Central Government vacancies) |
|    |                                                                                                                                                                                        |        |                                                                          |
| 5  | <b>Pay and Allowances:</b><br>For government vacancies: Mention pay level/pay scale of the post with basic pay/pay per month with other details if any                                 |        |                                                                          |
|    | For others: Mention minimum total emoluments per month with other details if any                                                                                                       |        |                                                                          |
| 6  | Place of work (Name of the town/village/city and district in which it is situated) (Mention place of initial posting in case of transferable)                                          |        |                                                                          |
| 7  | Mode of Application(email, online, in writing, etc) and<br>Last date for receipt of applications                                                                                       |        |                                                                          |
| 8  | Date of interview or test                                                                                                                                                              |        |                                                                          |
| 9  | Particulars of officer to whom the applications be sent/candidates should approach<br>(Mention Name, designation, email id, address, telephone No., website address in case of online) |        |                                                                          |
| 10 | Mode of Recruitment<br>{Through Career Centre, Placement Agency , self management, any other mode (specify)                                                                            |        |                                                                          |
| 11 | Would like to prefer submission of list of eligible candidates registered with Career Centre                                                                                           | Yes/No |                                                                          |
| 12 | Any other relevant information                                                                                                                                                         |        |                                                                          |

Signature, Name and Designation of  
Authorized Signatory of establishment/  
employer with seal and date

**NOTE:**

1. Career Centre to which the vacancies are reported, would provide a unique vacancy reporting number for the vacancy reported to the employer in writing, through email or digitally or through any other such media within ten working days from the date of receipt of reporting of vacancies.
2. Employer, if advertises that vacancy in any media or makes recruitment through any agency or any other mode, shall invariably quote that unique vacancy reporting number in that advertisement or recruitment process.
3. Any change in the particulars already furnished to the Career Centre, shall be reported in writing or through valid official email or digitally(including through a portal) as the case may be, to the appropriate Career Centre.
4. Sector as mentioned in, but not restricted to annexure-A.
5. Functional Area as mentioned in, but not restricted to annexure-B