

**FORM-XXXVI***[see rule 84 (6)]***Form EIR (Employment Information Return)**

Yearly Return to be submitted to the Career Centre for the Financial Year.....

The following information is required to be submitted under the Code on Social Security (Chapter XIII – Employment Information & Monitoring) 2020.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                           |                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------|
| Name and Address of the Employer                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                           |                                                               |
| Whether – Head Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                           |                                                               |
| Branch Office<br>Type of Establishment (Public /Private Sector)                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                           |                                                               |
| *Sector<br>**Functional Area<br>Nature of business/Principal activity                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                           |                                                               |
| Establishment Registration No. under the Code                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                           |                                                               |
| <b>1. (a) EMPLOYMENT :</b><br>Total number of manpower of establishment including working proprietors/partners/contingent paid and contractual workers, out-sourced workers excluding part-time workers and apprentices.<br>(The figures should include every person whose wage or salary is paid)<br>All the manpower working in/for an establishment (whether on outsourcing basis whose wages are paid by such agency) should be mentioned /incorporated in the total manpower details of EIR form |                                                           |                                                               |
| Category<br><br>MEN<br><br>WOMEN<br><br>Others<br>(Transgender)<br><br>TOTAL :                                                                                                                                                                                                                                                                                                                                                                                                                        | On the last working day of the previous<br>Financial Year | On the last working day of the Financial Year<br>under report |

| <b>2. Number of vacancies*** occurred and reported to Career Centre during the year and the number of vacancies filled during the year</b> |               |                          |        |                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------|--------|--------------------------------------------------------------------------------------------------------|
| Occurred                                                                                                                                   | Reported      |                          | Filled | Source (Career Centre/ NCS Portal/ Govt. Recruiting Agencies/ Private Placement Organizations/ others) |
|                                                                                                                                            | Career Centre | Central Career (Central) |        |                                                                                                        |
| 1                                                                                                                                          | 2             | 3                        | 4      | 5                                                                                                      |
|                                                                                                                                            |               |                          |        |                                                                                                        |

\*Sector as mentioned in, but not restricted to annexure-A

\*\* Functional Area as mentioned in, but not restricted to annexure-B

\*\*\*As per provisions of Code on Social Security 2020(Chapter XIII) and Rules made there under.

3. MANPOWER SHORTAGES:

Vacancies/posts remained unfilled because of shortage of suitable applicants.

| Name of the occupation or designation of the post | Number of unfilled vacancies/posts                                   |           |           |
|---------------------------------------------------|----------------------------------------------------------------------|-----------|-----------|
|                                                   | Skill/ qualifications (educational/technical /experience) prescribed | Essential | Desirable |
| 1                                                 | 2                                                                    | 3         | 4         |
|                                                   |                                                                      |           |           |

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

4. Estimated Manpower Recruitment by Occupational classification the next financial year (Please give below the number of employees in each occupation separately)

| Occupation  | Number of employees                                                                                                                                                                      |       |                       |       |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------------|-------|
|             | Please give as far as possible approximate number of vacancies in each occupation you are likely to fill during the next financial year due to retirement/ expansion or re-organization. |       |                       |       |
| Description | Men                                                                                                                                                                                      | Women | Others (trans-gender) | Total |
| 1           | 2                                                                                                                                                                                        | 3     | 4                     | 5     |
|             |                                                                                                                                                                                          |       |                       |       |
|             |                                                                                                                                                                                          |       |                       |       |
| Total       |                                                                                                                                                                                          |       |                       |       |

In the column (description) -Use exact terms such as Engineer (Mechanical), Assistant

Director (Metallurgist); Research Officer (Economist); Supervisor (Tailoring),

Inspector (Sanitary), Superintendent (Office), Manager (Sales), Manager (Accounts),

Executive (Marketing), Data Entry Operator..... so on.

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

To

The Career Centre,

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**Note:-** 1. This return is to be rendered to the Career Centre up to 31<sup>st</sup> May after the end of concerned Financial year by establishments/employers vide their obligation under the Code on Social Security 2020 (Chapter XIII- Employment Information and Monitoring).

2. The main purpose in obtaining the information from employers is to know (i) the vacancies/employment opportunities available; (ii) type of personnel who are in short supply and (iii) Future job opportunities for providing vocational guidance to the jobseekers and connecting them with the employers. This is helpful in ascertaining the skill needs also. Employers too will be able to call on the Career Centers for getting suitable candidates as per their requirements.

3. Sector as mentioned in but not restricted to Annexure-A

4. Functional Area as mentioned in but not restricted to Annexure-B

Annexure-A

List of Sectors

- (1) Hotels
- (2) Food Service and catering
- (3) International Organizations
- (4) Operations and Support
- (5) Agriculture and related
- (6) Arts and Entertainment
- (7) IT and Communication
- (8) Civil and Construction works
- (9) Education
- (10) Power and Energy
- (11) Finance and Insurance
- (12) Health
- (13) Manufacturing
- (14) Mining and Quarrying
- (15) Specialized Professional service
- (16) Public Administration and Defense
- (17) Real Estate Activities
- (18) Transportation and Storage
- (19) Wholesale and Retail
- (20) Other Service Activities

Annexure-B

List of Functional Area

- (1) Marketing and Sales
- (2) Operations and Maintenance
- (3) Information Technology
- (4) Administration/Back Office Activities
- (5) Finance, Insurance and Accounting Services
- (6) Industrial Manufacturing, Metal Production, Wooden Products
- (7) Human Resources
- (8) Other Manufacturing
- (9) Healthcare
- (10) Customer Care Service
- (11) Logistics and Supply chain
- (12) Construction
- (13) Research and Development
- (14) Education
- (15) Oil, Gas and Energy
- (16) Transport Equipment Manufacturing
- (17) Analytics and Business Intelligence

- (18) Textile Manufacturing
- (19) Internal security
- (20) Livestock, Agriculture and Farm Production
- (21) Pharmaceuticals
- (22) Telecom/ISP
- (23) Hospitality
- (24) Social work activities
- (25) Wholesale and Retail
- (26) Paper and related products manufacturing
- (27) Transport and Storage
- (28) Computer, Electronics and Electrical Manufacturing
- (29) Others