

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

[Act 31 of 1959 as amended upto Act 4 of 1986]

{ 2nd September, 1959 }

1. Short title, extent and commencement.- (1) This Act may be called the Employment Exchanges (Compulsory Notification of Vancancies) Act, 1959.
 - (2) It extends to the whole of India [***]
 - (3) It shall come into force in a State on such data 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.
2. Definitions.- 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 oii-field, or
 - (b) any establishment owned, controlled or managed by-
 - (i) the Central Government or a department of the Central Government,
 - (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) establishment by or under a Central Act which is owned, controlled or managed by the Central Government,

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 one or more other person to do any work in an establishment for remuneration and includes any person entrusted with the supervision and control of employees in such establishment;

*** 1 Omitted by Act 51 of 1970

(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 (1 of 1956);
- (3) a corporation (including a co-operative society) establishment 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) Jamadar, 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.

Are not to supply in relation to certain vacancies,-(1) This act shall not supply in relation to vacancies,-

- (a) In any employment in agriculture (including horticulture) in any establishment in private sector other than employment as agricultural or form 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.

(3) Unless the Central Government otherwise directs by notification official Gazette in this behalf, this Act shall not 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.

(4) Notification of vacancies to employment exchange.-

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, be 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 thereupon comply with such requisition.
3. The manner in which the vacancies referred to sub-section (1) or sub-section (2) shall be notified to the employment exchanges and the particulars of employment in which such vacancies have occurred or are about to occur shall be such as may be prescribed.
4. Nothing in sub-sections (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 those sub-section.

5. Employers to furnish information and returns in prescribed form-

- (1) After the commencement of this Act in any State or area thereof, the employers 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 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 exchange 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.

6. Right of access to records of documents.-

Such Officer of Government as may be prescribed in this behalf, or any person authorized by him in writing, shall have access to any relevant record or 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 that section.

7. Penalties.-

- (1) If any employer fails to notify to the employment exchanges prescribed for the purpose any vacancy in contravention of sub-section (1) or sub-section (2) 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 returns, 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 of 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.

8. Cognizance of offences-

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 authorized by that officer in writing.

9. Protection of action taken in good faith.-

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.

10. Power to make rules.-

- 1) The Central Government 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)] Every rule made under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be;

so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that note.)

Substituted by Act 4 of 1986 with effect from 15/5/86.
(Act. 4 : Delegated Legislation Provisions (Amendment) Act, 1985.

EMPLOYMENT EXCHANGES (COMPULSORY NOTIFICATION OF VACANCIES) RULES 1960

**DIRECTORATE GENERAL OF RESETTLEMENT AND EMPLOYMENT NOTIFICATION
NO. G.S.R. 477, DATED THE 26TH APRIL, 1960.**

In exercise of powers conferred by Section 10 of the Employment Exchanges (Compulsory Notification of Vacancies) Act. 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:

1. Short title and commencement- (1) These rules may be called the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960.
2. Definition- 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 State or a Union Territory;
 - (4) “Form” means a form appended to these Rules;
 - (5) “Local Employment Exchange” means-
 - (a) in the whole of India except the Union Territory of Chandigarh that Employment Exchange (other than the Central Employment Exchange) notified in the official Gazette by the State Government of the Administration of the Union Territory as having jurisdiction over the area in which the establishments concerned are situated or over specified classes or categories of establishments concerned or vacancies; and
 - (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 of Punjab or Haryana shall not have jurisdiction over-
 - (i) The public Sector offices/establishments other than those belonging to the respective States: and
 - (ii) Private Sector establishments.
 - (6). “Section” means a Section of Act.
3. Employment Exchanges to which vacancies are to be notified – (1) The following vacancies, namely-

(a) vacancies in posts of 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.

4. Form and manner of notification of vacancies- (1) The vacancies shall be notified in writing to the appropriate Employment Exchange on the following format, furnishing as many details as practicable, separately in respect of each type of vacancy:-

Requisition form to be used when calling for applicants from Employment Exchange

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

1. Name, address and Telephone No.
(if any) of the employer. _____
2. Name, designation and Telephone No.
(if any) of the indenting Officer. _____
3. Nature of vacancy:
 - (a) Designation of the post(s) to be filled _____
 - (b) Description of duties _____
 - (c) Qualifications required: _____

* For Priority categories (Applicable for Central Government post only)	For others
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- | | | |
|--------------------------------------|--|------------|
| (i) Essential _____ | | |
| Desirable _____ | | (ii) _____ |
| (d) Age Limits, if any _____ | | |
| (e) Whether women are eligible _____ | | |

- | | |
|---|-----------------|
| 4. Number of Posts to be filled duration wise | Number of posts |
| Duration | |
| (a) Permanent _____ | |
| (b) Temporary _____ | |

- (i) less than 3 months -----
(ii) Between 3 months and one year -----
(iii) Likely to be continued beyond one year -----

5. Whether there is any obligation for arrangement for giving preference to any category of persons such as Scheduled caste, Scheduled Tribe, Ex-serviceman and Physically Handicapped persons in filling up the vacancies to be filled by such categories of persons:-

Categories	Number of vacancies to be filled	
	Total	*By Priority candidate (Applicable for Central Government post only)
(a) Scheduled Caste	-----	-----
(b) Scheduled Tribe	-----	-----
(c) Ex-Serviceman	-----	-----
(d) Physically Handicapped	-----	-----
(e) Others	-----	-----

6. Pay and Allowances -----

7. Place of work (Name of the town/village and district in which it is situated,) -----

8. Probable date by which the vacancy will be filled. -----

9. Particulars regarding interview/test of applicants:

(a) Date of interview/test -----

(b) Time of interview/test -----

(c) Place of interview/test -----

(d) Name, designation, address and Telephone No. (if any) of the Officer -----
to whom applicants should report.

10. Any other relevant information. -----

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:

signature of the Head Office.

*[Delete if not applicable.]

(2) The vacancies shall be renotified 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)]

4. Time limit in the notification of vacancies :-

- (1) Vacancies, required to be notified to the Local Employment Exchange, shall be notified least 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 interview or test are held.
 - (2) Vacancies required to be notified to the Central Employment Exchange shall be notified giving at least 60 days time to the Central Employment Exchange from the date of receipt of the notification to the date of dispatch of particulars of applications of the prospective candidates for purpose 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 day 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 30 days of the due dates, namely, 31st March, , 30th June, 30th September and 31st December biennial returns shall be furnished within 30 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 authorize 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 authorize any person in writing to institute or sanction the institution of such prosecution.

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 and demand.

Name and address of the employer

Head Office.....

Whether }

Branch Office.....

Nature of business/principal activity.....