

Vacancies Form

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 Exchanges.

(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) E s s e n t i a l | |
| (ii) D e s i r a b l e | |

- (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 and, if so, the number of vacancies to be filled by such categories of persons:-

Categories	<u>Number of vacancies to be filled</u>	
	Total	*By Priority candidates (Applicable for Central Government posts 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 of 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 subrule(1)]