

**OCCUPATIONAL RETURN TO BE SUBMITTED TO THE LOCAL EMPLOYMENT EXCHANGE ONCE IN TWO YEARS**

[Vide the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960]

Name and address of the employer .....				
.....				
.....				
Nature of Business .....				
(Please describe what the establishment makes or does as its principal activity)				
<b>1. Total number of persons on the pay rolls of the establishment on 30<sup>th</sup> September 20.....</b> (This figure should include every person whose wage or salary is paid by establishment)				
<b>2. Occupational classification of all employees as given in item I above.</b> (Please give below the number of employees in each occupation separately).				
Occupation	Number of employees			
Use exact terms such as Engineer (Mechanical); Teacher (Domestic Science); other on special duty (Actuary); Assistant Director (Metallurgist); Science Assistant (Chemist); Research Officer (Economist); Instructor (Carpenter); Supervisor (Tailor), Fitter (Internal Combustion Engine); Inspector (Sanitary), Superintendent (Office); Apprentice (Electrician) etc.	Men	Women	Total	Please give, as far as possible, approximate number of vacancies in each occupation you are likely to fill during the next calendar year due to retirement expansion or re-organization.
1	2	3	4	5
<b>Total</b>				

(Continue in a separate sheet, if necessary)

Signature of employer  
Dated .....

To

**The Employment Officer,**  
 Employment Exchange .....  
 (Please fill in here the address of your Local Employment Exchange)

- Note :-** 1. The return shall relate to the years 1961, 1963, 1965 etc. for establishment in the private sector and to the years 1962, 1964, 1966 etc. for establishments in the Public sector and shall be rendered to the Local Employment Exchange within 30 days from the due date.  
 2. Total of Col. 4 under item 2 should correspond to the figure given against item I.

**ER II. Annexure**

**EDUCATIONAL DATA**

**Pro forma for Private Sector Enquiry – 1987 in which details of number of employees in the establishment classified by educational levels are to be furnished in addition to ER II return.**

**Name and address of Establishment :** .....

.....

.....

**DATA ON EDUCATIONAL LEVEL**

Code	Description of Educational Discipline	Number of employees		Total
		Men	Women	
(1)	(2)	(3)	(4)	(5)

**I. Graduates and Post-Graduates in Technical/Professional Subjects**

- M Engineering and Technology**
- N Medicine**
- IN Veterinary Science**
- Q Agriculture**
- P Education (Teaching)**
- R Management (Business Admn./Personnel Management etc.)**
- S Chartered/Cost Accountants/Company Secretaries**
- IS Other Technical/Professional fields (Excluding Law and Commerce)\**

**II. Diploma Holders in Technical / Professional Subjects**

- T Engineering and Technology**
- U Medicine**
- IU Veterinary Science**
- IQ Agriculture**
- Y Education (Teaching)**
- Z I.T.I Certificate / Apprentices**
- ZU Nursing / Midwifery**
- IZ Other Certificates / Diplomas**

**III. Others (Those with General Qualifications only)**

- K Post Graduate in Science**
- J Other Post-Graduates (including Law and Commerce)**
- G Graduate-Science**
- H Other Graduates**
- F Matric and above but below Graduate**
- E Below matric including illiterates**

**Total .....**

**\*The total figures should tally with the one given in E.R II Return.**