

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ
(ਐਫੀਲੀਏਸ਼ਨ ਸ਼ਾਖਾ)

ਰਜਿਸਟਰਡ

ਵੱਲ

ਪ੍ਰਿੰਸੀਪਲ/ਮੁੱਖ ਅਧਿਆਪਕ/ਮੁੱਖ ਅਧਿਆਪਿਕਾ,
ਸਮੂਹ ਐਫੀਲੀਏਟਿਡ/ਐਸੋਸੀਏਟਿਡ ਸਕੂਲ, ਪੰਜਾਬ।

ਨੰਬਰ: ਪਸਸਬ-ਐਫੀ:2017/ 8095

ਮਿਤੀ: 7-9-17

ਵਿਸ਼ਾ:

ਪ੍ਰਾਇਵੇਟ ਅਣਏਡਿਡ ਸਕੂਲਾਂ ਅਤੇ ਕਾਲਜਾਂ ਵੱਲੋਂ ਇੰਪਲਾਈਮੈਂਟ ਐਕਸਚੇਂਜ
(ਕੰਪਲਸਰੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਆਫ ਵੇਕੈਂਸੀਜ਼) ਐਕਟ 1959 ਦੀ ਉਲੰਘਣਾ ਕਰਨ ਬਾਰੇ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਸਬੰਧੀ ਇੰਪਲਾਈਮੈਂਟ ਐਕਸਚੇਂਜ (ਕੰਪਲਸਰੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਆਫ ਵੇਕੈਂਸੀਜ਼) ਐਕਟ 1959 ਦੀ ਕਾਪੀ ਬੋਰਡ ਦੀ ਵੈਬ ਸਾਈਟ www.pseb.ac.in ਤੇ ਉਪਲੱਬਧ ਹੈ। ਜਿੱਥੇ ਅਤੇ ਜਰੂਰਤ ਅਨੁਸਾਰ ਇਸ ਐਕਟ ਦੇ ਬਾਕੀ ਸਾਰੇ ਉਪਬੰਧ ਤੋਂ ਇਲਾਵਾ ਧਾਰਾ 4 ਦੀ ਪਾਲਣਾ ਕਰਨੀ ਵੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ। ਜੇਕਰ ਕੋਈ ਸੰਸਥਾ/ਕਾਲਜ ਵਿਰੁੱਧ ਉਕਤ ਐਕਟ ਦੀ ਉਲੰਘਣਾ ਸਬੰਧੀ ਸ਼ਿਕਾਇਤ ਪ੍ਰਾਪਤ ਹੁੰਦੀ ਹੈ, ਤਾਂ ਉਸ ਸੰਸਥਾ ਵਿਰੁੱਧ ਐਫੀਲੀਏਸ਼ਨ ਵਿਨਿਯਮਾਂ ਅਧੀਨ ਬਣਦੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾਵੇਗੀ ਜਿਸਦੀ ਜਿੰਮੇਵਾਰੀ ਸੰਸਥਾ/ਕਾਲਜ ਦੀ ਆਪਣੀ ਹੋਵੇਗੀ।

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ਇੰਚਾਰਜ (ਐਫੀਲੀਏਸ਼ਨ)

ਵਾ:ਸਕੱਤਰ,ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।

Appendix-I(1)-a

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 Vacancies) Act, 1959.
- (2) It extends to the whole of India [***]
- (3) It shall come into force in a State on such date 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 oil-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) established 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 in an establishment to do any work for remuneration;

(c) " employer" means any person who employs 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

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(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) established 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.

2
[Signature]

Act not to apply in relation to certain vacancies.—(1) This act shall not apply in relation to vacancies, --

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

- (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, 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 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.

G. S. Khera

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 pertaining to any class or category of establishments in private sector 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, 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 or documents.---

Such Officer of Government as may be prescribed in this behalf, or any person authorised 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 authorised 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;



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

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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 (31 of 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) They shall come into force on 1st day of May, 1960.
2. **Definitions.**- 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 a 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 or 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 the 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 salary 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 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

- (i) Essential
(ii) Desirable

- (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

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- (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	Number of vacancies to be filled	
	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).

Signature of the Head of Office

Date:

*[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)]

5. **Time limit in the notification of vacancies :-**

G. S. Srinivas

(1) Vacancies, required to be notified to the Local Employment Exchange, shall be notified at least 15 days before the date on which applicants will be interviewed or tested where interviews or tests are held or the date on which vacancies are intended to be filled, if no interviews or tests 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 despatch of particulars or 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 days 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 authorise 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 authorise 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 supply and demand.

Name and address of the employer

Head Office

Whether }

Branch Office

Nature of business/principal activity

1. (a) Employment

Total number of persons including working proprietors/partners/commission agents/contingent paid and contractual workers on the pay rolls of the establishment excluding part-time workers and apprentices (The figures should include every person whose wage or salary is paid by the establishment).

	On the last working day of the previous quarter	On the last working day of the quarter under report
Men		
Women		
Total		

- (c) Please indicate the main reasons for any increase or decrease in employment if the increase or decrease is more than 5 per cent during the quarter.....

Note :- Establishments are reminded of their obligation under the Employment Exchanges (Compulsory Notification of Vacancies) Act for notifying to Employment Exchanges details of vacancies specified under the Act, before they are filled.

2. **Vacancies** : Vacancies carrying total emoluments of Rs. 60 or over per month and of over 3 month's duration.

2(a) Number of vacancies occurred and notified during the quarter and the number filled during the quarter.....

Occurred	Number of vacancies which come within the purview of the Act		Filled	Source (describe the source from which filled)
	Notified			
	Local Employment Exchange	Central Employment Exchange		
1	2	3	4	5

2(b) Reasons for not notifying all vacancies occurred during the quarter under report vide 2(a) above...

3. Manpower shortages

Vacancies/posts unfilled because of shortage of suitable applicants.

Name of the occupation or designation of the posts	Number of unfilled vacancies/posts		
	essential qualif- ications prescribed	essential experience	experience not necessary
1	2	3	4

L. Shrivastava

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

Signature of employer

To

The Employment Exchange,

Note:- This return shall relate to quarter ending 31st March/30th June/30th September and 31st December and shall be rendered to the local Employment Exchange within 30 days after the end of the quarter concerned.

G. S. S. S.

FORM ER-II

Occupational return to be submitted to the local Employment Exchange once in two years (on a date to be specified by notification in the Official Gazette)
{Vide the Employment Exchanges (Compulsory Notification of Vacancies) Rules, 1960}

Name and address of the employer

Nature of business

Nature of business
(Please describe what the establishment makes or does as its principal activity)

- (Please describe what the establishment makes or does as its principal business.)
1. Total number of persons on the pay rolls of the establishment on (specified date).....
- (This figure should include every person whose wage or salary is paid by the establishment.)
2. Occupational classification of all employees as given in Item I above. (Please give below the number of employees in each occupation separately.)

[illegible]

Dated

Signature of employer

To

The Employment Exchange

The Employment Exchange
(Please fill in here the address of your local Employment Exchange)

Note:- Total of Column (4) under item 2 should correspond to the figure against item 1.

- 1 Subs. By G.S.R. 450 dt March 7, 1963.
- 2 Subs. by G.S.R 548 dt. 16.3.1968
- 3 Subs. by G.S.R.1718 dt. 18.11.1976 (1976 CCL-III)
- 4 Subs. By GSR No.236 dated 06.05.1982
- 5 Subs. by G.S.R. 133 dt. 3.1.1985 (w.e.f. 2.2.1985)
- 6 Subs. by G.S.R 634 dt. 27.7.1987 (1987 CCL-III-780)

General