

FORM-XXV

[See rule 56 (1)(d) and 56 (3)(b)]

Form for reporting vacancies to career centres
(Separate forms to be used for each type of posts)

1	Particulars of the employer: Name: Address with pin code: Telephone No. : Mobile No.: Email address : Name and Type of Establishment (Central Government, State Government, PSU, Autonomous, Private, etc) Registration No of establishment under the Code: Economic activity details:		
2.	Particulars of the indenting officer: Name: Designation: Telephone No. : Mobile No.: Email address :		
3.	Particulars of vacancy(ies): a. Designation/nomenclature of the vacancy(ies) to be filled b. Description/Nature of duties of the post c. Sector (job role/functional role)		
	d. Qualifications/Skills required (educational, technical, experience)	Essential	Desirable/Preferable
	i. Educational qualifications ii. Technical qualifications iii. Skills iv. Experience		
	e. Age limits, if any (Age as on last date of application)		
	f. Preferences (such as ex-servicemen, persons with disabilities, women, etc) if any		
	g. Number of vacancies		
	h. duration of employment (i) 3-6 months (ii) 6-12 months (iii) 12 months and more	Number of posts	
	i. Probationary Period, if any and pay and allowances during that period		

	j. Provision, if any for pension/Provident fund:	
	k. Hours of work, holidays, shifts, promotional opportunities:	
	l. Travelling Allowance:	
	m. Facilities provided by Employer: i. Housing facilities: ii. Living conditions at the place of work: iii. Educational facilities and medical facilities at the place of work:	
	n. Last date to apply:	
4	Whether there is any obligation for arrangement for giving reservation/ preference to any category of persons such as Scheduled Castes (SCs), Scheduled Tribes (STs), Economically Weaker Sections (EWSs), Other Backward Classes (OBCs), Ex-serviceman and persons with disabilities (pwd) , etc, in filling up the vacancies: Yes/No (if yes, give the number of vacancies to be filled by such categories of persons as detailed below)	
	Category	Number of vacancies to be filled
	(a) Scheduled Caste (b) Scheduled Tribe (c)OBC (d)EWS (e) Ex-Serviceman (f) Persons with disabilities (pwd) (g) women (h) Others(specify)	Total *By Priority candidates *(Applicable for Central Government vacancies)
5.	Pay and Allowances: For Government vacancies: Mention pay level/pay scale of the post with basic pay/pay per month with other details, if any. For others: Mention minimum total emoluments per month with other allowances details, if any.	
6.	Place of work/Job Location (Name of the town/village and district, pin code ,etc. in which it is situated)	
7.	Mode of application(email, online, in writing, etc) and last date for receipt of applications.	
8.	Particulars of Contact person/officer to whom the applications be sent/candidates should approach (Mention Name, designation, email id, address , Mobile No., website address in case of online)	
9.	Place of Interview	
10	Mode of recruitment {Through career centre, placement agency , self-management, any other mode(specify) }	
11	Would like to obtain list of eligible candidates registered with Career Centre	
12	Any other relevant information	

Signature, Name and Designation of authorised signatory of establishment/ employer with seal and date

(For Official Use- to be filled by Career Centre)

13	Name, address, email id of the Career Centre	
14	Date of receipt of Vacancies	
15	NIC Code of the establishment/	
16	NCO Code of the post	
17	Unique Vacancy ID(number)	
18	Order No./ Diary No.	

Signature

Name& Designation of Authorised Signatory

of Career Centre with seal & date

NOTE:

1. Career Centre to which the vacancies are reported, would provide a unique vacancy reporting number for the vacancy reported and convey it to the employer in writing, through email or digitally or through any other such media immediately but in any case not later than seven working days from the date of receipt of reporting of vacancies in north-eastern States and three working days in other States.
2. An employer, if advertises that vacancy in any media or makes recruitment through any agency or any other mode, may invariably quote that unique vacancy reporting number in that advertisement or recruitment process.
3. Any change in the particulars already furnished to the Career Centre, shall be reported in writing or through valid official email or digitally (including through a portal) as the case may be, to the appropriate Career Centre.

FORM-XXVI

[See rule 56(1)(d) and 56 (6)]

Form EIR (Employment Information Return)

Yearly Return to be submitted to the Career Centre (Regional) for the Year ended.....

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

Name and address of the employer with Pin code	
Email ID of the Employer	
Mobile No. / Contact No. of the Employer	
Name of Establishment	
Type of Entity	
(Factory, shop, commercial office, mine, plantation, etc.)	
Type of Ownership	
(Firm/Association/Individual/Partnership/Company, etc.)	
Whether – Head Office	
If yes, specify	