

**ANNEXURE -II**  
**FORM EMPLOYMENT EXCHANGE FOR RECRUITMENT TO**  
**GOVERNMENT VACANCIES**

Reserved for Priority Non –Priority Applicants

(Delete the One in –Applicable)

1. Office/Department and address
2. (A) Name & designation of indenting officer  
(B) Telephone No.
3. Name & designation of the officer to whom applicants should report
4. Date, time and place of interview  
(At least 15 days clear notice)
5. (A) Designation of post (S) to be filled.  
(B) Scale of pay and allowances (To be clearly stated)  
(C) Place of Work
6. (A) Number of posts to be filled  
(B) Duration Vacancies:-

Permanent	Temp.	Less than 3 Months	Temp. Between 3 Months and	Temp. Likely to be continued beyond One year
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Reserved for:-

- i) Sch. Cast Priority
- ii) Sch. Cast Non-priority
- iii) Sch. Tribes Non-priority
- iv) Sch. Tribes Non-priority
- v) Physically Handicapped
- vi) Ex-Serviceman
- vii) Anglo Indian Non Priority
- viii) Un-reserved Priority
- ix) Un-reserved
7. (I) Qualification required  
(II) Age limits
8. Whether willing to wait & consider applicants  
from other exchanges in case local applicants  
are not available
9. Are women eligible
10. any other information considered relevant
11. T.A if any admissible
  - (i) Certificated that while placing this demand, the instructions connected with the orders of communal representation in the service have been strictly followed with due regard to the register maintained in accordance with these orders.
  - (ii) Certified that qualifications/experience laid down are strictly in accordance with the recruitment rules.

No.

Dated

To

Signature of employer

The Regional Employment Officer,  
Regional Employment Exchange, U.T., Chandigarh