

EMPLOYMENT MARKET INFORMATION – ER-I & ER-II FORMS

Form ER-I & ER-II is statutory under Section 5 of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.

Information in the prescribed forms ER-I and ER-II should be rendered by all employers in the Public Sector (State Government / Central Government / Quasi State Government / Quasi Central Government / Co-operative Government / Autonomous) and those employing 10 or more persons in the Private Sector.

ER – I QUARTERLY RETURN

1. All Public and Private Establishments should render Quarterly Employment Return to the local Employment Exchange.
2. The ER-I returns seeks for information about:
 - i. The total number of persons (Men and Women separately) on the pay rolls of the establishments on the last working day of the two consecutive quarters.
 - ii. The number of vacancies occurred during the quarter, number of vacancies notified to the Employment Exchange, number of vacancies filled through Employment Exchanges and other sources and number of vacancies not notified to the Exchange with reasons there of.
 - iii. The number of vacancies remaining unfilled at the end of the quarter under report due to shortage of suitable applicants.
3. The ER-I return should be submitted as per the following schedule.

ER – I QUARTERLY RETURN	
Duration	Last Date of Submission of Returns
At the end of each quarter i.e. March 31, June 30, Sep 30 & Dec 31 of every year	10 th Working Day of the month following every quarter

ER – II Biennial Return

1. All Public and Private Establishments should render Biennial Occupational return to the local Employment Exchange.
2. Occupational and Educational details of employees should be submitted once in two years for the period ending September in the prescribed format.
3. ER-II return should be collected in addition to the Quarterly Employment Return (ER-I) in that particular quarter.

4. The Occupational Return seeks information about the total number of persons employed at the end of the quarter, classification of employees Occupation-wise (Men and Women separately) and forecast of vacancies in each occupation during the next calendar year due to retirement, expansion or re-organisation. It also seeks information about the Educational / Technical and Professional qualification of employees.

ER – II Biennial Return Occupational Return Form	Private Sector Establishments should submit the returns for the odd years viz. 30 th September 2011, 30 th September 2013, 30 th September 2015 etc in duplicate. Public Sector establishments (Government) should submit the returns for the even years viz. 30 th September 2012, 30 th September 2014, 30 th September 2016 etc in duplicate.
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Note : The guidelines for filling the **ER-II forms** and **Appendix** can be read from ‘ER-II ANNEXURE A & B’ respectively.

Please download the ER-I & ER-II forms at appropriate time as mentioned above and after filling the forms forward the scanned copies of the returns by e-mail to ee.pon@nic.in and hard copy by post to the following address :

The Employment Officer
Employment Exchange
Labour Department Complex,
Gandhi Nagar,
Vazhudhavur Road
Puducherry 605 009

ANNEXURE-A

SPECIAL INSTRUCTIONS FOR FURNISHING BREAK-UP OF EMPLOYMENT BY EDUCATIONAL QUALIFICATIONS ALONG WITH FORM ER-II

A break-up of employment by occupations and by educational levels is essentially required for purpose of manpower planning. It will, therefore, be appreciated if in addition to furnishing a break-up of employment by various occupations / designations in the enclosed ER-II from the break-up of employment in each occupation by different educational levels is given as explained below. Both professional / technical qualifications possessed by employees should be indicated wherever applicable.

- (a) Employees possessing technical / professional qualifications may be classified according to the highest professional / technical qualifications possessed by them ignoring their general educational qualifications.
- (b) Where the employees possess two or more technical / professional qualifications, and it is not possible to determine which is higher, the employee may be classified on the basis of qualifications which are relevant to his job-for example, if a doctor has both an M.B.,B.S. Degree as well as a Diploma in Business Administration, he should be classified on the basis of his medical degree and not on the basis of Diploma in Business Administration.
- (c) Employees who do not possess technical / professional qualifications should be classified according to the general educational qualifications.

Accordingly the above information in respect of employees may be furnished alongwith the usual ER-II returns. The educational data may please be furnished as illustrated in the Appendix.

(Appendix to Annexure-A)

FILLING UP FORM ER-II ILLUSTRATION

While filling the enclosed ER-II form showing the position as on 30th September.....kindly indicate the qualification possessed by the workers in your establishment in respect of employees of each occupation as illustrated in the *pro forma* enclosed. Both professional / technical qualifications as well as general educational qualifications possessed by the employees should be separately indicated wherever applicable.

ILLUSTRATION

Sl. No.	Occupation		Number of employees			Indicate number of vacancies likely to be filled during 12 months due to retirement, expansion etc.
			Men	Women	Total	
(1)	(2)		(3)	(4)	(5)	(6)
1.	Mechanical Engineer	Graduate in Mech. Engg., I.Sc.	2	—	2	2
2.	Mechanical Engineer	Experience only B.Sc.	6	—	6	—
3.	Electrical Engineer	Diploma in Elect. Engg., B.Sc.	4	—	4	—
4.	Physician	M.B., B.S. B.Sc.	8	—	8	3
5.	Surgeon	M.S., B.Sc.	2	—	2	1
6.	Manager (Manufacturing)	Graduate in Mech. Engg., I.Sc.	1	—	1	—
7.	Manager (Sales)	M.Com.	4	—	4	2
8.	Bank Manager (Personnel)	B.A. & Degree in Management	1	—	1	—
9.	Accounts Clerk	B.Com.	12	—	12	4
10.	Medical Representative	B.Pharm. B.Sc.	10	6	16	—
11.	Technical Demonstrator	Diploma in Elect. Engg., I.Sc.	8	—	8	—
12.	Foreman (Elect.)	I.T.I. Certificate I.Sc.	2	—	2	—
13.	Foreman (Elect.)	Certificate (Non-I.T.I.) I.Sc.	1	—	1	—
14.	Foreman (Mech.)	Experience Matric	3	—	3	1
15.	Machinist	Non-Matric Experience	6	—	6	4

EDUCATIONAL CODE STRUCTURE

EDUCATIONAL CODE STRUCTURE FOR CODING EDUCATIONAL QUALIFICATIONS OF EMPLOYEES FOR PUBLIC SECTOR ENQUIRY

Sl. No.	Description of Educational Level	Code
(1)	(2)	(3)
I. GRADUATES AND POST-GRADUATES IN TECHNICAL / PROFESSIONAL SUBJECTS		
1	Engineering and Technology	M
2	Medicine	N
3	Veterinary Science	IN
4	Agriculture	Q
5	Education (Teaching)	P
6	Management (Business Administration / Personnel Management etc.)	R
7	Chartered / Cost Accountants / Company Secretaries	S
8	Other Technical / Professional Fields (excluding Law and Commerce)	IS
II. DIPLOMA HOLDERS IN TECHNICAL / PROFESSIONAL SUBJECTS		
9	Engineering and Technology	T
10	Medicine	U
11	Veterinary Science	IU
12	Agriculture	IQ
13	Education (Teaching)	Y
14	Management	W
15	I.T.I. Certificates / Apprentices	Z
16	Nursing / Midwifery	ZU
17	Other Certificates / Diplomas	IZ
III. OTHERS (THOSE WITH GENERAL QUALIFICATIONS ONLY)		
18	Post-Graduates in Science	K
19	Other Post-Graduates (including Law and Commerce)	J
20	Graduates in Science	G
21	Other Graduates (including Law and Commerce)	H
22	Matric and above but below Graduates	F
23	Below Matric including Illiterates	E

INSTRUCTIONS FOR CODING EDUCATIONAL INFORMATION

1. The educational (professional or technical) qualifications will be studied in respect of all categories of workers.
2. Only one alphabet-code based on highest qualification of an employee may be allotted.
3. Employees possessing professional or technical qualifications. (i.e. Degree or Diploma Certificate) should be codified according to the highest qualifications ignoring general qualifications.
4. If an employee possesses two types of professional / technical qualifications educational code should be allotted on the basis of qualifications relevant to occupation.
5. Employees who do not possess professional / technical qualifications but are working on a professional / technical post should be coded according to their general educational qualifications.
6. An employee having diploma as well as certificate under Apprentices Act will be coded on the basis of Diploma (T), which is a higher qualification than certificate obtained under Apprentices Act.
7. Law degrees possessed by B.Sc., M.Sc., M.Com., should be ignored for purpose of coding.