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 Memo No. 18489 (77) Gen.  
 P SC. 84/62.

To

All Departments of Government  
 Heads of Departments.

Bhubaneswar, the 24<sup>th</sup> December, 1962.

Subject :- Filling up vacancies through Employment Exchange.

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Consequent on the passing of the Employment Exchange (Compulsory Notification of vacancies) Act, 1959 Government have been pleased to decide that the following instructions should be followed by the appointing authorities both in Government and Quasi Government bodies.

(1) Whenever there are vacancies which are to be filled otherwise than in consultation with the Public Service Commission or on the basis of competitive examinations held under certain Recruitment rules, the appointing authority should report to the Employment Exchange the number of such vacancies available, and the qualifications (including any special or particular qualification) required for the post. The Employment Exchange shall submit nominations or furnish a non-availability certificate within 3 weeks of the receipt of requisition. Where the Employment Exchange fails to furnish nominations or furnishes a non-availability certificate the appointing authority will be competent to recruit candidates from other sources. Similarly, where candidates nominated by the Employment Exchange are found unsuitable to the requirements of the post, the appointing authority will take recourse to recruitment from open market. When any candidate nominated by an Employment Exchange is absorbed, the appointing authority should report to it the name of such candidate.

(2) These instructions will not only be applicable to recruitments to posts under the State Government but will also apply to all local bodies, quasi-Government and statutory bodies.

The Political and Services Order No. 8371(58) Gen., dated 9.7.57 is hereby cancelled.

The undersigned is directed to request you to please issue suitable instructions to all your subordinate offices and also to all local and quasi-Government bodies who are vested with the power of making appointments to posts under their control.

*R. N. Chatterjee* 22.12.62  
 JOINT SECRETARY TO GOVERNMENT.

Memo No. 18490 (77) Gen., Dated 24/12/62  
 Copy forwarded to Secretary, Orissa Public Service Commission/Director, National Employment Service, Orissa for information.

*R. N. Chatterjee*  
 Joint Secretary to Government.

T. Nayak/-