

Personnel Requisition Form.

Position	Nos.	Department	Location.	Grade

Nature of employment: (PI tick ✓)	Regular on contract	Short term	Casual (Daily basis)

Type of vacancy	New – Budgeted	New - Unbudgeted	Replacement of

Justification in case of New Vacancy.	
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Job Specification:
(What type of person you require)

Qualification		Years of relevant experience	
Sex :	Male / Female	Age (Range)	
Reporting to		Designation:	

JOB DESCRIPTION.
(What this person supposed to do)

Expected Date of Requirement :

Prepared by:

Recommended by:

Approved by:

()

()

(C.E.O.)

➤ **Forwarded to HR for further action**

(PTO)

: 2 :-

(This page is exclusively For HRD use)

(A) ADVERTISEMENT :

To be released on (Date)	
Draft advertisement made on (Date)	
Advertisement matter got approved from the requisitioned Dept.	
Advertisement to be released in News paper (Name)	
Cost of Advertisement	

OR

(B) RECRUITING AGENCY:

Name, address and contact Number of the Recruiting Consultant involved .	Payment to be made to the Recruiting Consultants. (Rs.)

(C) APPLICATIONS AVAILABLE FROM DATA BANK.

Vacancy to be filled through :

Proposed for : (A) Advertisement (B) Consultants (C) From our Data Bank.

Proposed by:

Approved by:

(HR & Admin)

(C E O)