



# FACULTY REQUISITION FORM

Kindly note that:

- The whole recruitment process (End to End) requires approximately 8 weeks.
- To process the requisition in a timely manner, please get it signed / endorsed by the relevant HOD / COD / Dean.
- Panel interview will be conducted to finalize the position.
- In case of any query, please contact Head, Office of Human Resources. Thank you.

## Part I-Position Information

**Required Position Title:**

**Required Number of Positions:**

**Department:**

**School:**

**Programs Offered:**

**Student Teacher Ratio:**

**Immediate Supervisor Name:** \_\_\_\_\_ **Designation:**  
\_\_\_\_\_

**Number of faculty members currently working in:**

Professor: \_\_\_\_\_ Associate Professor: \_\_\_\_\_  
Assistant Professor: \_\_\_\_\_  
Lecturer: \_\_\_\_\_, Others: \_\_\_\_\_,  
Total: \_\_\_\_\_

**Number of Courses offered in last semester:**

**(Please also attach the course load summary of each faculty member)**

**Program(s) offered by department with registered students' strength:**

Bachelors' Program(s):  
Masters' Program(s):  
MS/MPhil Program(s):  
PhD Program(s):

**Number of courses offered to Visiting Faculty in last semester:**

**Space Availability in Department/ Office:**

Yes

No



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<b>Type of Employment:</b>	<b>Contractual</b> <input type="checkbox"/> If Contractual, Time Period: _____ <b>Part Time</b> <input type="checkbox"/> <b>Full Time</b> <input type="checkbox"/>		
<b>Cadre/ Level:</b>	Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Assistant Prefoessor <input type="checkbox"/> Lecturer <input type="checkbox"/> Research Associate <input type="checkbox"/> Research Assistant <input type="checkbox"/> Lab Engineer <input type="checkbox"/> Teaching Fellow <input type="checkbox"/> Any other <input type="checkbox"/> _____		
<b>Part II-Description of Position</b>			
<b>A. Type of Appointment</b>	<b>New:</b> <input type="checkbox"/> <b>Replacement:</b> <input type="checkbox"/> If Replacement, then: Employee Name: _____ Designation: _____ Date of Resignation: _____		
<b>B. Purpose of Position:</b>	State briefly, the function or need of the position ----- ----- ----- ----- --		
<b>E. Working Environment:</b>	<b>Shift:</b> Morning <input type="checkbox"/> Evening <input type="checkbox"/> <b>Duty Hours:</b> From _____ To _____ <b>Weekends On:</b> Often <input type="checkbox"/> Seldom <input type="checkbox"/>		
<b>Part III: Knowledge and Skills Requirements (Job Specification)</b>			
In this column (I) estimate the minimum requirements of education, knowledge and previous experience necessary for an individual to be considered for this position. In column (II) state additional characteristics that are desirable, but not absolutely essential, for an individual to start this position.			
<b>I. Minimum</b>		<b>II. Preferred</b>	
1. Education			
i.		i.	
ii.		ii.	
iii.		iii.	



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<b>2. Specialized or Technical Knowledge (include software, If applicable)</b>	
i.	i.
ii.	ii.
iii.	iii.
<b>3. Type and Duration of Experience</b>	
i.	i.
ii.	ii.
iii.	iii.

## Part IV: Approvals

<b>Approved by Chairperson/ COD/ Line Manager:</b> Name: _____ Designation: _____ Signature: _____ Date: __/__/____	<b>Approved by HOD/ Dean/ Director :</b> Name: _____ Designation: _____ Signature: _____ Date: __/__/____
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<b>Head HR:</b> Name: _____ Signature: _____ Date: __/__/____	<b>Comments:</b>
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## For Office of Human Resources Use Only

Receiving Date: __/__/____	Position # _____
Position Title: _____	Department/School: _____
Salary Range: Minimum: _____	Midpoint: _____ Maximum: _____
Signature (HR Representative): _____	
Date: __/__/____	