**MANPOWER REQUISITION FORM**

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| NOTE | 1) All the fields provided are mandatory to be filled. | | | |
| 2) Filling up this form and getting it approved becomes mandatory even for temporary / contractual type of employment. | | | |
| 3) All the requisition will be processed only after the authorization by the CEO. | | | |
| **POSITION DETAILS** | | | | |
| DESIGNATION |  | HIERARCHY | |  |
| DEPARTMENT |  | EXPECTED DATE OF JOINING | |  |
| REPORTING STRUCTURE | Role directly reports to: | | | |
| Position that directly reports to the role: | | | |
| LOCATION |  | FREQUENCY OF TRAVEL | |  |
| EXPECTED DATE OF HIRING |  | AUTHORITY TO HIRE | |  |
| **REASON FOR REQUEST** | | | | |
| TICK IN THE APPROPRIATE BOX: | | | | |
| This recruitment is for: | | | | |
| 1. New | | 1. Existing | | |
| This position is : | | | | |
| Full time |  | Part time | |  |
| Temporary |  | Contractual | |  |
| Specify duration if temporary/  contractual | |  | | |
| REASON FOR REQUEST |  | DATE OF REQUEST | |  |
| **JOB SPECIFICATIONS** | | | | |
| EDUCATIONAL QUALIFICATIONS |  | | | |
| REQUIRED COMPETENCIES | MUST HAVE | | GOOD TO HAVE | |
| CORE |  | |  | |
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| --- | --- | --- |
| REQUIRED COMPETENCIES | MUST HAVE | GOOD TO HAVE |
| BEHAVIOURIAL |  |  |
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| WORK EXPERIENCE |  | |
| INDUSTRY |  | |
| WORK SCHEDULE |  | |
| SUGGESTED CTC |  | |
| OTHER DETAILS |  | |
| KEY DELIVERABLES |  | |
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| KEY DELIVERABLES |  |
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| OTHER BENEFITS  (IF PROVIDED) |  |
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|  |
| APPROVED BY  (HEAD OF DEPARTMENT) |  |
| DATE OF APPROVAL |  |
| AUTHORIZED BY  (CEO) |  |
| DATE OF AUTHORIZATION |  |
|  | |