**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 |  |
|  |