

**MANPOWER REQUISITION FORM**

Date :

**GENERAL**

|  |  |
|--|--|
| <b><u>Position Title Requisitioned for</u></b>   |  |
| Company/ Location  |  |
| Department/ Sub-deptt  |  |
| Likely designation   |  |
| Likely Grade   |  |
| No. of persons required  |  |
| Approx. Monthly salary/ CTC  |  |
| No. of staff reporting to this position  |  |
| Gender   |  |
| Age group  |  |
| Working shifts   |  |
| Education background   |  |
| Experience required (No. of years)   |  |
| The requirement has arisen as a result of  | Fresh requirement/ Replacement                         |
| Name of the last incumbent in that position (If applicable)  |  |
| Position status  | Full Time/ Contractual (no. of months)/Thru Contractor |
| Can this position be filled from within the deptt/ organization. If yes, please suggest the individual's name. |  |
| Whether Sanctioned   |  |
| Whether Part of Manpower Plan  |  |
| Position to be filled within date  |  |

**POSITION PURPOSE**

Why does the position exist? Provide a two-to-three sentence summary of the overall primary purpose of the position, including the position to which it reports.

**KEY RESULT AREAS FOR THIS POSITION**

- a)
- b)
- c)
- d)

**KEY COMPETENCIES DESIRABLE**

| <b><u>Functional</u></b> | <b><u>Min Weightage (Scale 1 to 5)</u></b> | <b><u>Behavioural</u></b> | <b><u>Min Weightage (Scale 1 to 5)</u></b> |
|--------------------------|--|---------------------------|--|
|                          |  |                           |  |
|                          |  |                           |  |
|                          |  |                           |  |
|                          |  |                           |  |

**AUTHORITY**

Describe the level of authority routinely allowed in the position?

**CHALLENGES**

Describe the typical problems likely to be encountered by the incumbent in performing the position responsibilities?

**(SIGNATURE OF DEPTT HEAD)**

**(SIGNATURE OF FUNCTIONAL HEAD)**

Note : Prior approval by ED in the Employment Sanction Register is a pre-requisite for processing the case.

**FOR HR USE ONLY**

Employment Sanction No : \_\_\_\_\_

Dated : \_\_\_\_\_

Action to be taken

|                                 |   |
|---------------------------------|---|
| Preferred source of recruitment | Newspapers/ Consultants/ Jobwebsites/<br>Internal staff/ Campus recruitment |
| Cost estimate, etc              |   |