

**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/ Internal staff/ Campus recruitment
Cost estimate, etc	