

MANPOWER REQUISITION FORM

Date :

GENERAL

| | |
|--|--|
| <u>Position Title Requisitioned for</u> | |
| 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

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

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 | |