



STAFF REQUISITION FORM

- The whole recruitment process (End to End) requires approximately 8 weeks from the date of this requisition.
- In complete requisition forms, or forms without signature of competent authority shall not be entertained.
- No hiring shall be processed without the provision of Staff Requisition Form duly filled and signed by competent authority.
- Panel interview will be conducted to finalize the position
- In case of any query, please contact Head – Office of Human Resources.

Position Information

Required Position / Title:

Required Number of Positions:

Department / School / UMO:

Immediate Supervisor Name:

Designation:

Number of staff currently working:

Department:

School / UMO:

Number of students (in case of School / Institute / Department): _____

Type of Employment:

Contractual (If Contractual, please mention time period): _____

Part Time **Full Time**

Description of Position

Type of Appointment
(New / Replacement)

If Replacement, then:

Employee Name: _____ Designation: _____

Resignation Date: _____

Job Description:

Please write / attach complete Job Description

Working Environment:

Check appropriate boxes for providing required working conditions

Shift:

Morning Evening

Duty Hours:

From _____ To _____

Gender Preference:

Male Female

Knowledge and Skills Requirements (Job Specification)

Please state the minimum requirements (education, knowledge and previous experience) for the position. In column (II), please state desirable.

Education

i.

ii.

Experience / Technical Knowledge (including software competencies, If applicable)

i.

ii.

iii.

iv.



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Skills Required	
Approvals	
Approval by COD/ Line Manager:	Approval by HOD/ Dean/ Director :
Name: _____	Name: _____
Designation: _____	Designation: _____
Signature: _____	Signature: _____
Date: ___/___/_____	Date: ___/___/_____
Head HR:	
Name: _____	
Signature: _____	
Date: ___/___/_____	
Comments:	
For Office of Human Resources Use Only	
Signature (HR Representative): _____	
Date: ___/___/_____	