HIRING REQUEST FORM

Please attach comprehensive JD (format on next page) to this form before sending for approval

Name of Department: ……………………………

Designation: ……………………………

Date of Requisition: ……………………………

No. of Positions to be filled: ……………………………

Grade: ……………………………

Position as per headcount plan?

Yes

No

Replacement or Addition: ……………………………

If Replacement, mention the name of the person Replaced ……………………………

System needs

Laptop

Desktop

New laptop/desktop needed\*

Yes

No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Head Signature**

**Name:**

**Date:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Division Head Signature**

**Name:**

**Date:**

**\*If new Laptop/Desktop is needed, CEP form must be attached with this form.**

**--------------------------------------------------------------------------------------------------------------**HR SECTION

Position mentioned in structure: ……………………………

Position planned for in Headcount Plan: ……………………………

Date Approved: ……………………………

Signatures: ……………………………

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**Department Head Signature**

**Name:**

**Date:**

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**Department Head Signature**

**Name:**

**Date:**

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**Division Head Signature**

**Name:**

**Date:**

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**Department Head Signature**

**Name:**

**Date:**

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**Division Head Signature**

**Name:**

**Date:**

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**Department Head Signature**

**Name:**

**Date:**

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**Division Head Signature**

**Name:**

**Date:**

**Job Description (JD)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title:** | | **Reporting to:** | |
| **Division:** | **Department:** | | **Location:** |
| **Doc No.:** | **Rev ()** | | **Dated:** |
| **Position type:**  Permanent Contractual  3rd Party | |

**Position Purpose**

|  |
| --- |
|  |

**Education & Professional Qualification** (Please fill as required)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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**Skills and Knowledge** (Please fill as required)

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**KEY Responsibilities**

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**Department Head Signature**

**Name:**

**Date:**