



NON – TEACHING MANPOWER REQUISITION FORM

Date of requirement:	
Requested by (Name of the Department / Faculty) :	
Job title:	
No. of requirements:	
JOB DETAILS: (Please tick the appropriate) Employment Type : Temporary /Permanent Location: Delhi / Gurgaon	Qualification required/desired: Experience desired (if any):
Total existing strength in the department / faculty :	
FOR THE REQUESTED JOB TITLE: Budgeted number: Existing number: Vacancies:	PAY SCALE FOR THE POSITION:
Reason for requirement: (Tick the appropriate) <input type="checkbox"/> Additional work Load (Quantify it) <input type="checkbox"/> Replacement <input type="checkbox"/> Existing Members reached Retirement etc <input type="checkbox"/> Resignation/Termination/Death/Re-location (for whom) <input type="checkbox"/> Any other reason, please specify (Add sheets if Req.) <input type="checkbox"/> Re-structuring	
Signature & Name of Requesting Authority:	
HOD / Dean/ Approving Authority:	Registrar: