

## Requisition form to be used when calling for applicants from Employment Exchanges.

(Separate forms to be used for each type of posts)

1. Name, address and Telephone No. \_\_\_\_\_

( if any) of the employer.

2. Name, designation and Telephone No. \_\_\_\_\_

(if any) of the indenting Officer.

1. Nature of vacancy:

(a) Designation of the post to be filled \_\_\_\_\_

(b) Description of duties \_\_\_\_\_

(c) Qualification required: \_\_\_\_\_

	for Priority categories ( Applicable for Central Government posts.	for others
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(i) Essential \_\_\_\_\_

(ii) Desirable \_\_\_\_\_

(d) Age Limits, if any \_\_\_\_\_

(e) Whether women are eligible. \_\_\_\_\_

2. Number of posts to be filled duration wise

Number of posts

Duration

(a) Permanent

\_\_\_\_\_

(b) Temporary

\_\_\_\_\_

(i) less than 3 months

\_\_\_\_\_

(ii) Between 3 months and one year

\_\_\_\_\_

(iii) Likely to be continued beyond one year

\_\_\_\_\_

3. Whether there is any obligation for arrangement for giving preference to any category of persons such as Scheduled caste, Scheduled Tribe, Ex-serviceman and Physically Handicapped persons in filling up the vacancies and, if so, the number of vacancies to be filled by such categories of persons:-

Categories

	Number of vacancies to be filled	
	Total	*By Priority candidates ( Applicable for Central posts only)

(a) Scheduled Caste \_\_\_\_\_

\_\_\_\_\_

(b) Scheduled Tribe \_\_\_\_\_

\_\_\_\_\_

(c) Ex-Serviceman \_\_\_\_\_

\_\_\_\_\_

(d) Physically Handicapped \_\_\_\_\_

\_\_\_\_\_

(e) Others \_\_\_\_\_

\_\_\_\_\_

6. Pay and Allowances \_\_\_\_\_

7. Place of work ( Name of the town/village  
and district in which it is situated,) \_\_\_\_\_

8. Probable date by which the vacancy will be filled.

\_\_\_\_\_

9. Particulars regarding interview/test of applicants:

(a) Date of interview/test \_\_\_\_\_

(b) Time of interview/test \_\_\_\_\_

(c) Place of interview/test \_\_\_\_\_

(d) Name, designation, address and Telephone No. ( if any) of the Officer to whom applicants should report. \_\_\_\_\_

10. Any other relevant information. \_\_\_\_\_

Certified that while placing this demand, the instructions connected with the orders on communal representation in the services have been strictly followed with due regard to the roaster maintained in accordance with these orders ( to be given only by all the Central Government Offices/establishments/undertakings etc. on whom reservation orders are applicable).

Date:

Signature of the Head of Office

\*[ Delete if not applicable.]

[7](2) The vacancies shall be notified in writing to the appropriate Employment Exchange if there is any change in the particulars already furnished to the Employment Exchange under subrule(1)]