



EMPLOYEE REQUISITION FORM

(To be submitted by the concerned Lab Manager after approval to the HR for new hiring)

REQUISITION DETAILS:

Title of the Position: _____ No. of Vacancies: _____ Lab/Dept. _____

New Position [Full-Time Part-Time]

Replacement: Replacement of: _____

Project for which new Resource is Required: _____

Purpose of the Position: _____

Proposed Salary: _____ Proposed Date of Joining: _____

NEW POSITION DETAILS:

1. Does a job description exist for this position? Yes No
2. Can the existing team be restructured to avoid new hiring? Yes No
3. Is the payroll cost of the position externally funded? Yes No

JOB SPECIFICATIONS/ REQUIRMENTS:

Education: _____ Work Experience: _____

Skills and Competencies: _____

Any other Requirements _____

Name of the Requisitioning Manager: _____

Signature: _____ Date: _____

HR Manager: _____ Date: _____

Accounts Manager _____ Date: _____ Budget Head: _____

APPROVAL OF THE DIRECTOR:

YES NO

Signature: _____ Date: _____