

(Name of the Organization)

MANPOWER REQUISITION FORM

Department:		Function:
Designation:		New/Existing position:
Salary:	Bonus:	CTC:
Total No of Vacancies:	Location:	Date of Joining:

Performance measures:	Personal responsibility (if any) / Performance measures:
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Functions / Day to day activities:

(Name of the Organization)

Reports:	Directs:
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Qualifications / Experience / Skills - Minimum:	Qualifications / Experience / Skills (Preferred):
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Experience:	Personality Attributes / Traits:
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Approved By: Department Head:	Authorized By: CEO:
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