

Division : SKT

Application Date: 27-AUG-20

Approval Note No.: M270820084

Print Date &Time: 28-Aug-2020 14:54:53

Reg: Approval for hiring 4 IT ASSOCIATES for IT Department.

Mr. app forwarded a manpower requisition form approved by Mr. rev for hiring 4 IT ASSOCIATES for IT department.

The Manpower Review Committee reviewed and found the requirement justified.

Requirement :Replacement**Period of this position:** Regular requirement but on contract basis for One Year**No of Approved Requirement** :4**Qualification** :B.Tech -IT/ CS, MCA**Minimum Wage Category** :Graduate &Above**Budget Requirement** :Cost Center 0000070508Additional Budget:

Tender Rate for Graduate &Above Category (Per Month) :

Annual Budget required for hiring 4 IT ASSOCIATES in SLA(incl GPA &GST) :

Budget Required for FY for hiring 4 IT ASSOCIATES :

Approval required for hiring 4 IT ASSOCIATES and Additional Budget of Rs. against the cost center 0000070508 . Rates are as per the rates finalized in the tender, which may subject to change based on the Delhi Govt. Minimum Wage revision and Tender.

Submitted for approval please.

Member Secretary Resource Planning:		
DGM- O&M	GM-HR	Addl.VP–Budgeting
V P – C&M (Chairman)	CFO	
CTA		CEO



Job Description

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JOB Description:

Test JD

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Manpower Requisition Form.

MRF Type:		Position:	IT ASSOCIATES
Period:	NA	Circle:	SOUTH
Division:	SKT	Requirement Type:	One Year
Replacement:	SLA	Sub-Division:	CHPX
Department:	IT	Emp-id:	160329708
Cost Center:	0000070508	Emp-Name:	PRASHANT KUMAR
Posting:	MUNDKA	Vendor:	MANJEET ELECTRIC WORKS
Position:	IT ASSOCIATES	Justification:	New Job Profile
No of Position:	4	Category of Wages:	Graduate &Above
Qualification:	B.Tech -IT/ CS, MCA	Budget:	
Budget Availability:	YES	Requisitioner:	Requisitioner (req)
Reviewer:	rev	Approver:	app

Summary

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Summary- Committee Recommendation.

Members	Requirement Justified	Reason for Recommendation	Related Information
O&M	Yes/ No		
Business	Yes/ No		
Audit	Yes/ No	approve audit	
HR	Yes/ No		Transfer
Budget	Yes/ No		Additional
F&A	Yes/ No	approve f&a	benefit for organisation
Chairman	Yes/ No	ok	