

Approval Note

Division : SVR

Application Date: 31-AUG-20

Approval Note No.: M310820093

Print Date &Time: 01-Sep-2020 19:02:20

Reg: Approval for hiring 1 IT ASSOCIATES for IT Department.

Mr. app forwarded a manpower requisition form approved by Mr. rev for hiring 1 IT ASSOCIATES for IT department.

The Manpower Review Committee reviewed and found the requirement justified.

Requirement :New**Period of this position:** Regular requirement but on contract basis for One Year**No of Approved Requirement :**1**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 1 IT ASSOCIATES in SLA(incl GPA &GST) :

Budget Required for FY for hiring 1 IT ASSOCIATES :

Approval required for hiring 1 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:

TESTING BY IT Team

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Manpower Requisition Form.

MRF Type:	MRF	Position:	IT ASSOCIATES
Period:	NA	Circle:	SOUTH
Division:	SVR	Requirement Type:	One Year
Replacement:	NA	Sub-Division:	BDPX
Department:	IT	Emp-id:	
Cost Center:	0000070508	Emp-Name:	
Posting:		Vendor:	
Position:	IT ASSOCIATES	Justification:	Shortage of Manpower
No of Position:	1	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	testing 3	
HR	Yes/ No	testing 4	Transfer
Budget	Yes/ No	testing 5	Additional
F&A	Yes/ No	testing done	testing cost benefit 2
Chairman	Yes/ No		