



MRF (MANPOWER REQUISITION FORM)

Department		Status of Employment	Permanent/ Contract/ Freelancer
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Proposed Designation		No of Resource(s) Required	
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Ramp up / New Requirement / Replacement		If replacement, mention resigned emp name with Emp ID	
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If New / Rampup, mention the reason for additional resources	
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Job Description	
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Educational Qualification with specialization	
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Experience in Years (Min to Max)		Approx. CTC Range in Lakhs	
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Any specific information about requirement	
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Turnaround time in detail, please tick required hiring TAT for the request					
Fastag Hiring (45 Days)		Normal Hiring - Cat 1 (90 Days)		Normal Hiring - Cat 2 (120 Days)	

Requestor Sign & Date	Je. Rajesh Director

MRF Number	
Received By: Name, Sign & Date	
Phase of Delivery for bulk hiring	
TAT agreed	
HR - Head Review	