



MRF (MANPOWER REQUISITION FORM)

Department	Status of Employment	Permanent/ Contract/ Freelancer
Proposed Designation	No of Resource(s) Required	
Ramp up / New Requirement / Replacement	If replacement, mention resigned emp name with Emp ID	
If New / Rampup, mention the reason for additional resources		
Job Description		
Educational Qualification with specialization		
Experience in Years (Min to Max)	Approx. CTC Range in Lakhs	
Any specific information about requirement		
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		