

Manpower Requisition Form

<div>Gourmet Popcornica LLP</div> <div>Organisation Vacancy Filling / Requisition Form</div>				
1	NAME OF THE PERSON REQUESTING:		2	DEPARTMENT:
3	POSITION TO BE FILLED:		4	REQUISITION FOR LOCATION:
5	PURPOSE OF RECRUITMENT			
	Replacement for:		New position / profile:	
	Others if any (Please specify in detail)			
6	HEAD COUNT (As Per Organization Chart)			
	Approved headcount for department		Current Headcount in the department	
	Justification for additional person if more than approved headcount:			
7	K.R.A.			
	1.			
	2.			
	3.			
	4.			
	5.			
8	IN TERMS OF FRESHER			
	From whom the candidate can get guidance:	Position of the Guidance:		
9	REPORTING HEAD			
	Reporting Head Level 1	Reporting Head Level 2		
10	EDUCATIONAL REQUIREMENTS			
	Education Qualification:		Competence Required:	
	Language Knowledge Requirement:			
	TO WRITE	TO READ	TO SPEAK	
11	SALARY RANGE (IN CTC)			
	In case of replacement position, what is the current salary (CTC) of the earlier candidate		What is the maximum CTC in the same cadre and department?	
12	Filled by Requestor: Expected DOJ for replacement / Additional Source:			
Sign & Date Requesting Department Head		Sign & Date Approved by Factory Head / CEO		
Management Comments if any:				
HR USE				
To be filled a candidate in days:				
HR Comments if any:		Sign & Date Head – Recruiter / Site HR		