

ACI Limited

Staff Engagement Proposal

Department : Sales – Branded Commodities

Location : Head Office

Job Title : Sr. / Sales Coordination Officer

Job Grade/ : OG 3

Salary Range

	Number Required	Present Strength	Sanctioned Strength	Total After Approval
Approval required	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="2"/>
Type of Employment: (Please Tick)	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Contractual	<input type="checkbox"/> Casual	

Expected Joining Date: August 2015.

Justification for additional manpower:

As he is working very well as a contractual employee, we need to absorb him in a permanent position.

Preferred method of recruitment:

- ☒ Bdjobs.com Job Portal / News Paper
- ☐ Notice Board Circular
- ☐ Already Located (CV Enclosed)

- ☒ HR Department CV Bank
- ☒ Third Party/Own Source
- ☐ From Existing Employees

26/12/15
Signature of General Manager,
Sales
Date:

[Signature]
Recommended by GM, HR
Date:

[Signature]
Supported by ED, GB
Date:

[Signature]
Approval of Managing Director
Date: