

APPENDIX I(13)

{Para 12.8.(C)}

**REQUISITION FORM TO BE USED WHEN CALLING FOR APPLICANTS FROM
THE EMPLOYMENT EXCHANGE (Separate Form to be used for each type of posts)**

1. Name, address and Telephone No. _____
(if any) of the Employer _____

2. Name , designation & telephone No.(if any) _____

3. Nature of vacancy
(a) Designation of the post(s) to be filled _____
(b) Description of duties _____
(c) Qualification required: _____
*For priority categories _____ For Others
(applicable for central Govt. only)
(i) Essential: _____
(ii) Desirable: _____
- (d) Age limits, if any Yes No _____
- (e) Whether women are eligible : Yes No _____

4. Number of posts to be filled duration-wise:

| <u>Duration</u> | <u>Number posts</u> |
|---|---------------------|
| (a) Permanent | _____ |
| (b) Temporary | _____ |
| (i) Less than 3 months | _____ |
| (ii) Between 3 months & one year | _____ |
| (iii) Likely to be continued beyond one year. | _____ |

5. Whether there is any obligation or arrangement for giving preference to any category of persons such as Scheduled castes, Scheduled Tribes, Ex-Servicemen, Physically Handicapped & other Backward Classes persons in filling up the vacancies and, if so, the number of vacancies to be filled by such categories of persons-

| CATEGORIES | NON-PRIORITY | PRIORITY |
|----------------------------|--------------|----------|
| (a) Scheduled caste | | |
| (b) Scheduled Tribe | | |
| (c) Ex-Servicemen | | |
| (d) Physically Handicapped | | |
| (e) Other Backward Classes | | |
| (f) Others | | |

6. Pay and allowances Rs. _____ /-

7. Place of Work (Name of the Town/
Village and district in which it is situated)

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8. Probably date by which vacancy will be filled

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9. Particulars regarding interview/
test of applicants

(a) Date of interview /test

.....

(b) Time of interview /test

..... (HH:MM)

(c) Place of interview /test

.....

(d) Name, designation, address and
Telephone number (if any) of the
officer to whom applicants should
report

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10. Any other relevant information:

Certified that while placing this demand the instructions / connected with the orders on communal representation in the services have been strictly followed with due regard to the roster maintained in accordance with those orders (to be given only by all the Central Govt. offices/Establishments/Undertakings etc. on whom reservation orders are applicable.

Dated:

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Signature of the Head of Office

*Delete if not applicable