

**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) of the indenting officers	:	
3		Nature of vacancy	:	
	(a)	Designation of the post(s) to be filled	:	
	(b)	Description of duties	:	
	(c)	Qualification required	:	
		*For priority categories(applicable for central Govt. only)		For others
	(i)	Essential : _____		_____
	(ii)	Desirable : _____		_____
	(d)	Age limits, if any : _____		
	(e)	Whether women are eligible	:	Yes/No
4		Number of posts to be filled duration-wise		
		Duration		Number of Posts
	(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 Schedule caste, Schedule Tribes, Ex-Servicemen, Physically Handicapped & Other Backward Classes persons in filling up of the vacancies and, if so, the number of vacancies to be filled by such categories of persons :		
		CATEGORIES	NON-PRIORITY	PRIORITY
		(a) Schedule Caste		
		(b) Schedule Tribe		
		(c) Ex-Servicemen		
		(d) Physically Handicapped		
		(e) Other Backward Classes		
		(f) Others		
6		Pay and allowances	:	
7		Place of work (Name of the town / village and district in which it is situated	:	
8		Probable date by which the vacancy will be filled	:	
9		Particulars regarding interview / test of applicants	:	
	(a)	Date of interview / test	:	
	(b)	Time of interview / test	:	
	(c)	Place of interview / test	:	
	(d)	Name, designation, address and Telephone number (if any) of the officer to whom applicants should report	:	
10		Any other relevant information	:	

Certified that while placing this demand the instruction / connected with the orders on communal representation in the services have been strictly followed with due regard to the roaster 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 :

Signature of the Head of Office.

* Delete if not applicable