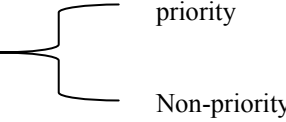


**REQUISITION FORM**

**Requisition Form to be used when calling for applicants in Employment Exchanges for recruitment to Government Vacancies.**

(Please use separate FORM for each type of post and for each of the categories of workers enumerated under item 6(a) below)

1. Office/.Department and address
2. Name and designation demanding officer with telephone No.
3. Name and designation of the officer with telephone No to whom applicants should report
4. Date, time and place of interview
5. (a) Designation of the post(s) to be filled  
(b) Scale of pay allowance  
(c) Place of work
6. (a) Number of posts to be filled
  - (i) Reserved for Scheduled Castes
  - (ii) Reserved for Scheduled Tribe
  - (iii) Reserved for ex-service personnel priority/  
Reserved for ex-service personnel non-priority
  - (iv) Reserved for other categories such as disabled  
Ex-servicemen/physically handicapped persons.
  - (v) Unreserved 
    - priority
    - Non-priority
- (b) Duration of Vacancies

<i>Permanent</i>		<i>Temporary</i>
Less than 3 months	Between 3 months and one year	Likely to continue beyond one year
- (c) Probable date by which the vacancy will be filled
7. Qualification required (including age limits):
  - a. Priority candidates
    - (i) Essential.....
    - (ii) Desirable....
  - b. Non-priority candidates
    - (i) Essential.....
    - (ii) Desirable....
8. Whether willing to wait and consider applicants from other exchange area, in case local applicants are not available
9. Any other information considered relevant  
Certified that while placing this demand, the instructions connected with the orders on communal representation as also reservation of vacancies for priority categories of applicants ex-service personnel etc. in the services have been strictly followed with due regard to the roster required to be maintained in accordance with these orders.

Signature of Head of Office

Date:

To

The Employment Officer  
Employment Exchange.