

form-rule-4

Requisition form for notification of vacancies to employment exchanges.
(Seperate form to be used for each type of post)

- (1) Name, address and telephone number (if any) of employer
- (2) Name, designation and telephone number (if any) of indenting officer
- (3) Nature of vacancy
- (a) Designation of post(s) to be filled
 - (b) Description of duties
 - (c) Qualifications required

	Top priority	For others
	categories	
	(applicable to Central Govt. posts)	

 - (i) Essential
 - (ii) Desirable - (d) Age Limits, if any
 - (e) Whether women are eligible
- (4) Number of posts to be filled duration wise
- | | | |
|--|----------|----------------|
| | Duration | Numbr of posts |
|--|----------|----------------|
- (a) Permanent
 - (b) Temporary
 - (i) Less than 3 months
 - (ii) Between three months and one year
 - (iii) Likely to be continued beyond one year

(5) Whether there is any obligation of arrangement for giving preference to any category of persons such as scheduled castes, scheduled tribes, ex-serviceman and physically handicapped persons in filling up the vacancies to be filled by such categories of persons -

Category	Number of vacancies to be filled
(a) Scheduled Castes
(b) Scheduled Tribes
(c) Ex - serviceman
(d) Physically handicapped
(e) 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 no. (if any) to the officer to whom applicants should report
(10) Any other relevant information

Date :-

Signature of the head of office