

**Requisition form to be used when calling for applicants  
from Employment Exchange.  
(Separate form to be used for each Type of Posts)**

1. Name address and telephone No. of the Employer :
2. Name, designation and Telephone No. of the Indenting Officer :
3. Nature of Vacancy :
- (a) Designation of the Post(s) to be filled :
- (b) Description of duties :
- (c) Qualifications required :

For Priority categories (applicable for others  
For Central Government Posts only)

- (i) Essential :
- (ii) Desirable :

- (d) Age Limits, if any :
- (e) Whether women are eligible :

4. Number posts to be filled duration wise :

Duration	No. 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 management for giving preference to any category of persons such Scheduled Castes, Scheduled Tribe, Ex-Servicemen and Physically Handicapped person in filling up the Vacancies and, if so the number of vacancies to be filled by such categories of persons:

Categories	Number of vacancies to be filled	
	Total	* By Priority candidates (Applicable to for Central Government posts only)
(a) Scheduled Caste (b) Scheduled Tribe (c) Ex-Servicemen (d) Physically Handicapped (e) Others		

6. Pay and allowance :

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, Address, Designation Telephone Number, 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 service have been strictly followed with the regard to the roaster maintained in accordance with these orders (to be given only by all the Central Government Offices/Establishments/ Undertaking etc. on whom reservation orders are applicable).

Date:

Signature of the head of Office