

Annexure II

Requisition Form to be used by Establishments in the State Government Sector when calling for applicants from Employment Exchanges. (Separate Form is to be used for each type of Vacancy)

1. Name & Address of the Employer :

2. Telephone Number :

3. Nature of Vacancy
 - a) Type of workers required (Designation) :
 - b) Description of duties. :
 - c) Qualifications :
Essential
 - d) Age limits if any, Normal :
Relaxation (s) allowed if any
 - e) Whether Women are eligible :
 - f) Whether and if so to what Extent the :
qualification and Conditions mentioned above
can Be relaxed in case candidates who fully
confirm to the specified Requirements are not
available

4. Number of Vacancies:

a)	Regular	
b)	Temporary	
c)	Temporary but likely to be continue beyond one year.	
d)	Temporary between 3 months and one year	
e)	Temporary less than 3 months	
Total		

5. Pay and Allowances

Scale of Pay	B.P	D.A	HRA	Other Allowances	Total Emoluments	Allowances in kind

6. Place of Work (Village/Town District, nearest :
Railway station, actual place of work)

7. Probable date by which the vacancy (ies) Will :
be filled

8. Particulars regarding interview

a)	Date of interview/test	
b)	Time of interview/test	
c)	Place of interview/test	
d)	Name, designation and address of their person to whom applicants should report for interview/test	
e)	Telephone number of the person d above	
f)	Materials to be brought by applicants in connection with interview	

9. Whether there is any obligation or arrangements for giving :
performance to any category of persons in filling up vacancies.

10. Any other relevant information.

- a) Whether willing to wait and consider applicants from :
other area in case applicants are not available locally
- b) If Yes, whether and if so that traveling allowing :
facilities any) are admissible to applicants
- c) Provision for Pension/P.F. :
- d) Probationary period :
- e) Pay and Allowance during probation :
- f) Hours of work, holidays, Shifts etc :
- g) Promotion opportunities :
- h) Housing facilities :
- i) Living condition at the place of work :
- j) Educational facilities at the Place of Work :
- k) Medical facilities at the Place of Work :
- l) Any other information at the place of work :

Certified that this indent is in accordance with instruction contained in Memo No. SD2-8041/58-1 Pub (Services-D) Department dated 04/12/1958 of Government of Kerala.

Signature of the Employer :

Name and Designation :

Date :

To

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