



# Shri Ramswaroop Memorial College of Engineering & Management

Tewariganj, Faizabad Road, Lucknow – 226028

SRMCEM/HR/RR/F/08- Rev. 01

## RECRUITMENT REQUISITION FORM

Date: .....

For smooth conduct of academic session, timely recruitment of required faculty/non-faculty members is very critical as it is quite a time consuming process to find the right talent. Thus HR department needs the authorization in the format given below. HR will take 30-60 working days to fill the required vacancy.

| To be completed by HOD  |  |
|---|--|
| <b>Department</b>   |  |
| <b>Position / Job Title</b>   |  |
| <b>Number of Vacancy</b>  |  |
| <b>Reason for Request (including the details of holdings)</b>   |  |
| <b>Minimum Qualification</b>  |  |
| <b>Experience needed</b>  |  |
| <b>Any Other Specification</b>  |  |
| <b>Position Types</b>   | <input type="checkbox"/> Regular Faculty Mode <input type="checkbox"/> Contractual Faculty Mode<br><input type="checkbox"/> Guest Faculty Mode <input type="checkbox"/> Part-time Faculty Mode<br><input type="checkbox"/> Adjunct/Visiting/Emeritus faculty Mode <input type="checkbox"/> Staff |
| Succession Planning / Internal Transfer   |  |
| Any other person within department / other department having this qualification / experience can be treated against the same requirement? | <input type="checkbox"/> Yes <input type="checkbox"/> No <b>By HOD</b>   |
| Any other person within department / other department having this qualification / experience can be treated against the same requirement? | <input type="checkbox"/> Yes <input type="checkbox"/> No <b>By HR</b>  |
| Roles and Responsibilities<br>(To be filled by HOD and it is mandatory)   |  |
|   | <b>Name and Signature of HOD with date</b>   |
| <b>Comments of Dean (Academics) – (for faculty &amp; teaching staff members only)</b>   |  |
| <b>Signature and Comments of Associate Director (Admin &amp; IQAC)</b>  | <b>Signature and Comments of Director</b>  |
| <b>Requisition receiving Date by HR Head :</b>  |  |