

Talent Requisition Form

(For Regular / Permanent Employees)

| Requirement Priority | Vacant Position |
|--|--|
| Critical / High / Medium / Normal | HOD / 2nd Line / Section In Charge / Support Staff |
| Plant - | No. of Position Vacant - |
| Designation - | Department - |
| Opening Date of Requirement - | Closer Date of Requirement - |
| Vacant caused due to (Resignation / Termination / Death / Ethical Issues / Retirement) - | |

If there is New Vacancy, Please Specify the requirement -

Is any existing employee available who can take the responsibility - Yes / No, If Yes:-

| | | | |
|-------------|--|------------------|--|
| Name | | DOJ | |
| Designation | | Exp. With LNJB | |
| RL/ Band | | Exp. With Others | |

Expectations from the Candidate

| Particulars | Must | Desirable |
|--|------|-----------|
| Experience (No. of Years) | | |
| Educational Qualification | | |
| Professional Qualification | | |
| Key Skills | | |
| Computer Knowledge (ERP/ MS Office / MS Project) | | |
| Others | | |

| Personality Traits | Energetic | Flexible | Creative | Perceptive | Decision Making | Optim istic | Initiative |
|---|-----------|----------|----------|------------|-----------------|-------------|------------|
| Mark your Priority (From 1 to 10) 1 being the Lowest & 10 Highest | | | | | | | |

Reporting Relationship. (One Level up & One Level down)



Forwarded By

| Authority | Name | Signature | Date |
|---------------|-----------|-----------|------|
| HOD | | | |
| Plant HR Head | | | |
| Plant Head | | | |
| | Remarks : | | |

| Functional Head | | Business Head | |
|-----------------|------|---------------|------|
| | | | |
| Signature | Date | Signature | Date |
| | | | |
| Remarks : | | | |

For Office Use

| CHRO | | |
|-----------|------|--------------|
| Approved | | Not Approved |
| Signature | Date | Remarks : |
| | | |