

Format 1 : Client Requisition Form

Client Requisition Form

Date: _____

Company Details

Name of the Company: _____

Nature of business: _____

Address: _____

Contact Person: _____

Designation: _____

Phone No (off): _____ Cell no: _____

Email id: _____

Job Opening Details

Designation/Role: _____ No

of vacancies: _____

Educational Qualification:

Technical Skills: _____

Soft Skills: _____

Fresher Ok (Y/N): _____ If

No, Work Experience reqd. (in yrs): _____

Salary offered: _____ Office timings: _____

Shifts (Y/N): _____ Shift timings: _____

Frequency of night shifts: _____

Transport provided for night shifts (Y/N): _____

Other Remarks: _____