

Investigator's/Chairman's letter No.....dt.....

Subject :

REQUEST FOR APPOINTMENT TO VACANT POSITION / S

Name of the Scheme/Scheme Code No.....

DepartmentPrincipal Investigator.....

Duration of the Scheme.....

Name of the Post proposed to be filled.....

State:

- a. Whether the post to be filled by
Adhoc appointment of identified candidate
- b. Whether the post is to be advertised
By Limited circulation of the vacancy
- c. Whether the post is to be advertised through open
advertisement. In which case please take the
Paper/s in which the post has to be advertised
(strike of what is not applicable)

Job requirement of the post

- a. Essential Qualification :
- b. Desirable Qualification :
- c. Emoluments :
- d. Job Description :

In case of adhoc appointment of identified candidate furnish the following information:

- a. Name of the candidate proposed
- b. Does the candidate satisfy the required Qualification
With reference to the job requirement.(Please attach Requirement of the post
Bio-data). Briefly indicate the qualifications and Qualification Experience
of the candidate.
- c. Emoluments proposed commensurate with
Qualifications and experience in the background
Of the provision available in the scheme
- d. Duration of the appointment proposed:

Recommendation of the Chairman :
Department of Aerospace Engineering.