**Requisition Form**

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| **NAME OF YOUR INSTITUTE AND ADDRESS**  |   |
| **NEAREST RAILWAY STATION** |   |
| **DISTANCE FROM RAILWAY STATION** |   |
| **NEAREST TOWN/BLOCK/CITY** |   |
| **SCHOOL TYPE** | **RESIDENTIAL** |  | **DAY SCHOOL** |  |  | **INTERVIEW PROCEDURE**  |
| **PRINCIPAL'S NAME**  |  | **TELEPHONIC OR VIDEO CALLING** | **IN CAMPUS** | **DATE OF INTERVIE** |
| **PRINCIPAL'S MOBILE NO.**  |  |  |  |  |
| **PRINCIPAL'S WHATS APP NO** |  |
| **DIRECTOR'S NAME**  |  |
| **DIRECTOR'S MOBILE NO.**  |  |
| **DIRECTOR'S WHATS APP NO** |  |
| **DETAILS OF REQUIREMENTS**  | **FACILITIES YOU LIKE TO OFFER**  |
| **POST** | **FOR WHICHSUBJECT** | **NO. OFREQUIREMENTS** | **MIN. QULIFICATION** | **MIN. EXPERICNCE** | **SALARY RANGE** | **ACCOMMODATION** | **FOODING** | **DUTY HOURS** |
| **PRT** |  |  |  |  |  |  |  |  |
| **PGT** |  |  |  |  |  |  |  |  |
| **TGT** |  |  |  |  |  |  |  |  |
| **GENERAL** |  |  |  |  |  |  |  |  |
| **PRINCIPAL** |  |  |  |  |  |  |  |  |
| **VICE PRINCIPAL** |  |  |  |  |  |  |  |  |
| **ADMINISTRATOR** |  |  |  |  |  |  |  |  |
| **COORDINATOR** |  |  |  |  |  |  |  |  |
| **ACCOUNTANT** |  |  |  |  |  |  |  |  |
| **OTHERS** |  |  |  |  |  |  |  |  |
| **OUR TERMS & CONDITIONS** |
|  **Process: 1. First you send your requirements at any time.2. We will send you CV of interested candidates as per your requirements.3. You shortlist the CV and inform us the name of the shortlisted candidates.4. Start your selection process through telephonic interview/walk in interview. 5. After the selection process forward us the offer letter of the selected candidates.6. We inform the candidates about their joining process.7. Now you join the candidates with stipulated period.8. We forward you our bank details where you transfer our service charge as per your requirements after joining of the candidates.9. Payments should be transfer within 48 hours of the joining of the candidates.** |
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|   | **We don’t take any charges from the candidates/job seekers. We only charge Rs. 4000 per candidates from the School Director/Principal/Manager.** |  |
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| **SIG. OF THE PRINCIPAL WITH STAMP** | **SIG. OF THE DIRECTOR WITH STAMP** |