

New Position Request Form			
Position Details			
<b>Department &amp; Function</b>		<b>Position Title</b>	
<b>Position Rank</b>		<b>Reports To</b>	
<b>Estimated Monthly Salary</b>		<b>Position Start Date</b>	Click or tap to enter a date.
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		Permanent <input type="checkbox"/> Contractual <input type="checkbox"/>	
<p><b>Budget Available:</b> Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>Add any budgetary notes for clarification:</p>			
Justification for the Position			
<b>JD Attached (mandatory)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

HOD / Requester Details			
<b>Name:</b>		<b>Designation:</b>	
<b>Date of Request:</b>	Click or tap to enter a date.	<b>Signature:</b>	

<b>Position Approval</b>			
<b>Authorized Signatories</b>			
<b>Director HR</b>	Staff positions below Managers		
<b>Provost</b>	Chairs, Faculty, RAs, TAs, Lab Staff and other academic positions		
<b>Vice Chancellor</b>	Deans and higher academic positions, Manager and higher staff positions		
<b>Signature:</b>		<b>Position Approved:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Designation:</b>		<b>Date:</b>	Click or tap to enter a date.
<b>Comments / Remarks (if any):</b>			

<b>HR Endorsement</b>			
<b>Name:</b>		<b>Designation:</b>	
<b>Signature:</b>		<b>Date:</b>	Click or tap to enter a date.
<b>Budget Available:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Budget Source:</b>	
<b>Comments / Remarks (if any):</b>			