



Plot no. D/8 Near Tayde Kirana Store; New Kailash Nagar; Parvati Nagar; Nagpur MH – 440027

Client Requirement Form (Manpower Requisition Form)

Client Details

- Company Name: _____
- Contact Person Name: _____ Designation: _____
- Mobile Number: _____ Email ID: _____
- Office Address: _____

Requirement Details

- Designation Required: _____ Department: _____
- Number of Vacancies: _____ Job Location: _____
- Employment Type: ☐ Permanent ☐ Contract ☐ Temporary
- Gender Preference: ☐ Male ☐ Female ☐ Any
- Age Criteria: _____ Qualification Required: _____
- Experience Required: _____
- Required Skills: _____

Salary & Benefits

- Salary Range: _____ Incentives/Bonus: _____
- Working Hours: _____ Weekly Off: _____
- Accommodation Provided: ☐ Yes ☐ No Transportation Facility: ☐ Yes ☐ No
- Food Facility: ☐ Yes ☐ No

Interview & Joining Details

- Interview Mode: ☐ Face-to-Face ☐ Telephonic ☐ Online
- Interview Conducted by RPN: _____ Expected Joining Date: _____



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- Documents Required: _____

Additional Instructions

Declaration

We hereby confirm that the above requirement details are correct and authorize RPN Stafflink Service Provider Pvt. Ltd. to initiate the recruitment process.

Authorized Person Name: _____

Designation: _____

Signature & Company Seal: _____

Date: ____ / ____ / ____

For Office Use Only

- Requirement ID: _____
- Date Received: _____
- Assigned Recruiter: _____
- Status: ☐ Open ☐ In Progress ☐ Closed
- Remarks: _____

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