



Primeasia University

Star Tower, 12 Kemal Ataturk Avenue, Banani, C/A, Dhaka-1213

HR-104

Employee Requisition Form

Department:

Required Level and Number:

Required Date (by):

Reason for Hiring:

Recommendation of Section/Department:

Sanctioning Authority: Approved

☐

Not Approved

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Signature of the authority:

N.B.

1. In case of faculty and lab personnel requisition, load distribution must be presented to corroborate the need.
2. In case of administrative personnel requisition, the new initiatives or work pressure must be presented.