



# Full Time Recruitment Request Authorisation

## JOB POSITION INFORMATION

Full Name:

Hiring Department:

Job Title in English:

Grade:

Basic Salary:

Personal Status:      Single      Family

Direct Superior in Charge:

Contract Period From:

## BENEFITS

Housing Allowance

Amount:

Furniture Allowance

Amount:

Mobile Allowance

Amount:

Transportation Allowance

Amount:

Annual Air Tickets

Round Trip Economy Class Abu Dhabi/Point of Origin/Abu Dhabi

UAE National:

Cost of Living:

Social Allowance:

Child Allowance:

Special Allowance:

Education Fees: If Applicable (

per child,

AED for maximum of 3 children)

Relocation Allowance: As Per University Policy

Date of Joining:

## BUDGET INFORMATION

Position:      Budgeted

Not Budgeted

**Budget Available:**      Yes      No

New Position

Replacement

**Head of Finance Dept**

Signature:

Date:

## SIGNATORIES

Name

Signature

Date

Head of Concerned Department:

Head of HR Department:

Deputy Vice Chancellor (A/A):

Vice Chancellor: