

**HOST SERVICE REQUISITION FORM**  
**Earn While You Learn Scheme**  
**(CMP Degree College, Prayagraj)**

Host Department/Section: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

Name of Convener/Office In-charge: \_\_\_\_\_

Department/Office Address: \_\_\_\_\_

Service Requirement:

Nature of Work	Number of Candidates Required	Expected Duration of Work	Any Special Preference (Department/Skill/Experience etc. of the candidate)
Library Assistance			
Laboratory Assistance			
Office			
ICT			
Any other work			

**Declaration:**

I declare that I shall judiciously utilize the services and time given by the candidates and provide them all necessary facilities and support to work in departments /Library/Projects/Research/Office and provide them necessary working space. I also agree to remain unbiased and rationally allocate their jobs in tune with their abilities, performance and future professional scopes. I shall not engage the candidates more than 3 hours per day to a maximum of 6 hours per week. I agree to maintain their attendance records and forward their remuneration bills on a monthly cycle. I shall immediately bring to the notice of the coordinator EWYL Scheme in case of any misconducts or grievances in relation to the assigned candidates. I shall be responsible to ensure that their work benefits both the department as well as the candidates for future endeavours.

HOD/Coordinator/In-charge (With Seal)