भारतीय प्रौद्योगिकी संस्थान भुवनेश्‍वर



 INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

**Request for Forwarding of Application / Issue of Experience Certificate / Issue of NOC**

(**Please strike out the not applicable option)**

**PART – I**

(To be filled by the applicant)

|  |  |  |
| --- | --- | --- |
| 1 | Name of applicant  |  |
| 2 | E.C./ Designation |  |
| 3 | Date of joining in IIT BBSR  |  |
| 4 | Service Status *(put a tick on appropriate )* | Regular \_\_\_\_\_\_\_ Contract on Scale\_\_\_\_\_\_\_ On contract \_\_\_\_\_\_\_\_\_ |
| 1. If Regular: Whether on probation \_\_\_\_\_\_\_Yes/No\_\_\_\_
2. If on Contract, Date of Expiry of Contract\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| 5 | School/Centre/Section/Cell |  |
| 6 | Present Pay Level /Pay |  |
| 7 | Request for *(put a tick on appropriate )* | Forwarding of application\_\_\_\_\_\_\_\_ /Experience Certificate\_\_\_\_\_\_\_\_ / NOC\_\_\_\_\_\_\_\_ |

**Details of post applied for:**

|  |  |  |
| --- | --- | --- |
| 8 | Name of the post applied for |  |
| 9 | Nature of post: on regular post or on deputation etc.  |  |
| 10 | Pay Level of the post applying for |  |
| 11 | Name of the Institution/organization |  |
| 12 | Type of the institution/organization(Whether Central Govt./State Govt. /PSU/ Autonomous / Statutory body / Private etc.) |  |
| 13 | Advertisement No. with date  |  |
| 14 | Last date of submission of application |  |
| 15 | Whether Advance copy submitted  | Yes\_\_\_\_\_\_\_\_\_\_\_ / No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 16 | Reason(s) for applying for outside post |  |

1. **Particulars of previous application sent through proper channel or NOC issued or experience certificate issued, if any, during the current calendar year:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Post applied for** | **Name of the Institute/Organization** | **Forwarding Letter No. /NOC No. and Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Certified that the particulars given above are correct to the best of my knowledge and belief.
2. I hereby undertake to abide by the general conditions of forwarding of an application for employment elsewhere.
3. I hereby undertake to comply with the rules of resignation/relieving in IIT BBS before joining the post applied for if selected.

Details of enclosures (as applicable) / Check list: *(put a tick on appropriate)*

|  |  |
| --- | --- |
| Dully filled in application form with all relevant document |  |
| Copy of advertisement  |  |
| Copy of Call letter (If applicable) |  |
| Copy of the intimation letter (if applicable) |  |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of the applicant**

 **Recommended /Not Recommended**

**Signature of the HOS/HOC/Section In charge**

 **PART – II**

**(For the Use of Establishment Section)**

1. Probation period or at least one year of service completed in the Institute: \_\_\_\_\_\_\_Yes/No\_\_\_\_ (put a tick)
2. Disciplinary action is contemplated / pending against the applicant: \_\_ \_\_\_\_\_\_\_Yes/No\_\_\_\_ (put a tick)
3. Vigilance Clearance (if required): \_\_\_\_\_\_\_Yes/No\_\_\_\_ (put a tick)
4. The particulars given by the applicant have been verified and found correct / incorrect. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. If incorrect, mention the deviations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. The application may not be forwarded or NOC cannot be issued and the reason(s) is/are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Details of forwarding / NOC issued to the concerned employee for the current calendar year:

|  |  |
| --- | --- |
| Number of chances availed out of 4 in current calendar year |  |
| Number of chances available  |  |

1. In view of the above it is proposed that (put a tick)
	1. Application may be forwarded\_\_\_\_\_\_ /
	2. NOC may be issued \_\_\_\_\_\_\_ /
	3. Experience Certificate may be issued \_\_\_\_\_\_\_\_\_\_

subject to approval of the competent authority,

Submitted for approval please.

Jr. Asst.(Estt.) Jr. Supt.(Estt.) ----------------------------------------------------------------------------------------------------------------------------------

 Forwarded for consideration & approval / cannot be forwarded due to following reason(s):

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

सहायक कुलसचिव (स्था) / Assistant Register (Estt.)

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**Recommended /Not Recommended**

 **कुलसचिव / Registrar**

 **निदेशक/Director**

**To be forwarded to Establishment Section**

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 Forwarding Letter No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dispatched through speed post /registered post/ ordinary post/ courier etc. on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Jr. Asst(Estt.)