



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

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

(Please strike out the not applicable option)

PART - I

(To be filled by the applicant)

1	Name of applicant		
2	E.C. & Designation	E.C. _____	Designation _____
3	Date of joining in IIT BBSR		
4	Service Status (put a tick as appropriate)	Regular <input type="checkbox"/> On contract <input type="checkbox"/>	
		a. If Regular Whether on probation: Yes <input type="checkbox"/> / No <input type="checkbox"/>	
		b. If on Contract, Date of Expiry of Contract _____	
5	School/Dept./Section		
6	Present Pay Level		
7	Request for (put a tick as appropriate)	Forwarding of application <input type="checkbox"/> / Experience Certificate <input type="checkbox"/> / NOC <input type="checkbox"/> Vigilance clearance required: Yes <input type="checkbox"/> / No <input type="checkbox"/>	

Details of post applied for:

8	Name of the post applied for	
9	Nature of post: Regular or deputation	
10	Pay Level of the post applying for	
11	Name of the Institution/Organization	
12	Type of the Institution/Organization (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 <input type="checkbox"/> / No <input type="checkbox"/>
16	Reason(s) for applying for outside post	

17. Particulars of previous application sent through proper channel/ NOC issued/ 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

18. Certified that the particulars given above are correct to the best of my knowledge and belief.

19. I hereby undertake to abide by the institute norms regarding forwarding of application/issue of NOC and reliving from the Institute in the event of my selection for the applied post.

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

Dully filled in application form with all relevant document	
Copy of advertisement (Highlighting the pages mentioned for Forwarding of application / NOC / Experience certificate / vigilance clearance)	
Copy of Call letter (If applicable)	

Date: _____

Signature of the applicant

Recommended /Not Recommended

Date: _____

Signature of the HOS/HOD/Section In charge
Name _____

P.T.O.

PART - II
(For the Use of Establishment Section)

1. No. of forwarding/ NOC issued to the concerned employee during the current calendar year:_____.
2. Probation period or at least one year of service completed in the Institute: Yes_____/No_____ (put a tick)
3. Disciplinary action is contemplated / pending against the applicant: Yes_____/No_____ (put a tick)
4. The particulars given by the applicant have been verified and found correct_____/ incorrect _____.
If incorrect, mention the deviations _____.
5. In view of the above it is proposed that (strike out as appropriate):
Application may be forwarded_____/ NOC may be issued ____/ Experience Certificate may be issued ____.
or
The application may not be forwarded / NOC may not be issued in view of the following:

Jr. Supt.(Estt.)

Jr. Asst.(Estt.)

एआर/डीआर (स्थापना)/AR/DR (Estt.)

Recommended /Not Recommended

Date: _____

कुलसचिव / Registrar

Approved /Not Approved

Date: _____

निदेशक / Director

To be forwarded to Establishment Section for necessary action.

Approval process flow:

Applicant \longrightarrow HoD \longrightarrow Establishment Section \longrightarrow Registrar \longrightarrow Director \longrightarrow Establishment Section