



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर

Indian Institute of Information Technology, Nagpur

“An Institution of National Importance by an Act of Parliament”

Date:-

PROFORMA TO BE FILLED BY THE INSTITUTE EMPLOYEES WHO SEEK EMPLOYMENT ELSEWHERE

(To be submitted in the Administration Section at least 14 Working Days in advance of the last date of receipt of application by the advertised organization)

1	Name of the Employee	
2	Employee Id	
3	Designation	
4	Pay Level	
5	Department	
6	Whether advance copy of the application has already been forwarded? If yes, give details as to the date sent	
7	Details of the Post applied for: <i>(A copy of the advertisement along with the application dully filled-in / already forwarded should be enclosed)</i>	Post -
		Department -
		Grade -
		Level -
8	Name and full mailing address of the Organization to which the enclosed application is to be sent	
9	Status of the Organization (Central Govt. / State Govt./ Autonomous Body / Corporate Body etc.	
10	Particulars No., Date and Value of the Demand Draft / NEFT / RTGS No. etc. if enclosed with the application	
11	No. of applications already sent / NOC obtained during the Current Calendar Year	
12	Last date of receipt of application in that Organization	
13	Any other Remark	

Signature :

Date :

Verification by Admin Office	No. of applications already sent by the Applicant Faculty during the Current Calendar Year	
Name & Signature of Verifying Officer:		

Forwarding Note of:	Recommendation Status along with Comments	Signature
HoD	Recommended / Not Recommended Comments:-	
I/c Dean	Recommended / Not Recommended Comments:-	

APPROVED / NOT APPROVED

DIRECTOR