



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन अनुभाग
ADMINISTRATION SECTION

क.नं.211 (संकाय भवन)

पो. आई.आई.टी. कानपुर -208016 (उ.प्र.), भारत

Room No. 211 (Faculty Building)

PO. IIT KANPUR-208016 (UP), INDIA

No.Estt./OO/2018/IITK/ 811

Date: August 28, 2018

OFFICE ORDER

Subject: Forwarding of applications for outside employment

The existing guidelines / norms for forwarding of applications of the Institute employees for outside employment has been reviewed by the Competent Authority and the following guidelines have been laid down for adherence with immediate effect:-

- (i) All permanent employees are permitted to send maximum 04 applications in a calendar year, internal and UPSC applications shall not be counted in this regard.
- (ii) All contractual employees are allowed to apply directly for outside employment without any restriction on the number of applications in a calendar year with intimation to Administration Section. However, only four (04) No Objection Certificates (NOC's) will be issued per calendar year for attending interview / trade test (if any), provided the application was sent under intimation to Administration Section.
- (iii) Before applying for a post, an employee should check whether he is eligible for the post advertised in terms of academic qualification, age, experience, essential qualification and required experience as mentioned in the respective advertisement. If the employee would not be meeting any of the conditions, his application may not be forwarded by Administration Section.
- (iv) Intimation and forwarding request through Administration Section has to be done in the prescribed format (Annexure -1) only at least 14 days before the last date of receipt of application by the concerned organisation. No separate application or format will be entertained / accepted under any circumstances.

The above guidelines supersede all previous guidelines issued on the subject.


28/8/18
K K Tiwari
Registrar

Encl: Annexure -1

Copy to:

1. Director
2. Deputy Director
3. All Dean(s) / Head (s) – Section(s) / In-Charge(s) / Unit (s) / Department(s)
4. Joint Registrar(Admin. & Legal)
5. Web master – For circulation amongst non-academic employees
6. File – Office Order

file ↑ 28/8

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Annexure-1

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 organisation).

1. Name of the employee : _____
2. P. F. No. : _____
3. Designation : _____
4. Pay Level : _____
5. Department/Section : _____
6. Whether advance copy of the application has already been forwarded? If yes, give details as to the date sent : _____
7. Post applied for (A copy of the advertisement alongwith the application duly filled in / already forwarded should be enclosed) : _____

8. Name and full mailing address of the organisation to which the enclosed application is to be sent : _____

9. Status of the Organisation: : _____
Central / State Govt./ Autonomous Body/
Corporate Body etc.
10. Particulars No., date and value of the IPO / Bank Draft etc. if enclosed with the application : _____

11. Number of application(s) already sent during the current calendar year : _____
12. Last date of receipt of application in that organisation : _____
13. Any other remarks : _____

Signature: _____

Date : _____

Forwarding note of HOD/Section/Unit I/c.

भारतीय प्रौद्योगिकी संस्थान कानपुर

अनुलग्नक - 1

संस्थान के कर्मचारी द्वारा अन्यत्र आवेदन करने हेतु प्रपत्र

(आवेदन करने के इच्छुक कर्मचारी इस प्रपत्र को आवेदन प्राप्ति की अंतिम तारीख से कम से कम 14 दिन (कार्य दिवस) पहले प्रशासन अनुभाग में जमा करें)

1. कर्मचारी का नाम :
2. व्य. पत्रा.संख्या :
3. पदनाम :
4. पे लेवल :
5. विभाग/ अनुभाग :
6. क्या आवेदन पत्र की अग्रिम प्रति पहले से ही अग्रेषित कर दी गयी है? यदि हाँ, तो तारीख का विवरण दें :
7. पद जिसके लिए आवेदन किया गया है। (पूर्ण रूप से भरे हुए आवेदन के साथ विज्ञापन अग्रेषित आवेदन की छायाप्रति संलग्न करें) :
8. प्रेषिती संगठन का नाम व पूरा पता :
- संगठन की स्थिति :
9. केन्द्रीय / राज्य सरकार / स्वायत्त संस्था / निगम आदि :
10. यदि आवेदन के साथ आईपीओ / बैंक ड्राफ्ट संलग्न किया गया है तो उसकी क्र. सं., दिनांक एवं मूल्य लिखें :
11. जारी वर्ष में इसके पूर्व प्रेषित किये जा चुके आवेदन पत्र (पत्रों) की संख्या :
12. संबंधित संगठन को आवेदन भेजने की अंतिम तारीख :
13. कोई अन्य टिप्पणी :

हस्ताक्षर :

दिनांक :

विभागाध्यक्ष / अनुभागाध्यक्ष / इकाई प्रभारी द्वारा अग्रेषित

2017-18