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

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

	BASIC DETAILS OF THE EMPLOYEE		
1.	Name of the Employee	:	
2.	P.F. No.	:	
3.	Designation	:	
4.	Department/Section	:	
5.	Present Pay Level	:	
	DETAILS OF THE ORGANIZATION TO WHICH YOU WISH TO APPLY FOR		
6.	Post Advertised by (IIT Kanpur / Public Service Commission / Staff Selection Commission / Other)	:	
7.	Advertisement No. & Date (copy of the advertisement to be enclosed)	:	
8.	Post applied for	:	
9.	Name of the Organization	:	
10.	Status of the Organization (Central Govt./State Govt./ Autonomous Body/PSU etc.)	:	
11.	Last date of receipt of application in that organization	:	
12.	Specify whether it is an Intimation/ NOC is to be issued/ forward the application/ Deputation/ FST (Please tick anyone)	:	☐ Intimation ☐ Issue the NOC ☐ Forward the application ☐ Deputation/Foreign Service Terms
13.	**(To be filled in case of forwarding/ deputation)** (i) Whether advance copy of the application has been sent by you? If yes, provide the date of sending the application	:	
	(ii) Name and full mailing address of the organization to which the application is to be forwarded	:	
14.	Number of application(s) already intimated during this Calendar Year	:	
15.	Any other remarks	:	

Signature: _____

Date: _____

Forwarding note of HoD/Section/Unit I/c