

APPLICATION FORM FOR FORWARDING OF APPLICATIONS FOR OUTSIDE EMPLOYEMENT

HEAD-HR
Thapar Institute of Engineering & Technology
PATIALA

Sir,

I request you to please forward my application for outside employment as per details given below:-

Post Applied for / Department	Name & Address of the employer to whom the application is to be forwarded

Yours faithfully,

Dated: _____

SIGNATURE

Name : _____

PROFORMA TO BE FILLED BY THE APPLICANT

NAME	DESIGNATION	DEPARTMENT
NATURE OF APPOINTMENT (Please tick appropriate box)		
<input type="checkbox"/> ADHOC	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> ON PROBATION
<input type="checkbox"/> PERMANENT		
Whether the applicant is under bond to serve the University and if so.	PRESENT SCALE OF THE PAY	
Duration of the Bond : _____ Expiry date of bond : _____		
POST APPLIED FOR	PAY SCALE OF THE POST APPLIED FOR	
Nos. of applications already sponsored during the current calendar year	Applications submitted through Proper Channel i.e. through Registrar	Applications submitted direct, if any
		HOD

FOR OFFICE USE ONLY

Eligibility for forwarding nos. of applications per calendar year	Applications already forwarded during current calendar year	Current applications which is to be forwarded after approval	Balance (applications) yet to be forwarded during the current calendar year

**RECOMMENDED/
NOT RECOMMENDED**

**APPROVED/
NOT APPROVED**

Date : _____
DEALING OFFICIAL HR CONSULTANT

HEAD-HR/DOFA

DIRECTOR