

Application for Outside Employment

Proforma to be filled by Applicant:-

Name	:	_____	Employee ID	:	_____
Designation	:	_____	Department/Section	:	_____
Date of Joining	:	_____	Nature of employment	:	_____
Mobile Number	:	_____	Present Pay Scale	:	_____

Applications Already Submitted [Number(s)]

During the Current Year	:	_____	Through Proper Channel	:	_____
Directly	:	_____			

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

Post Applied For	:	_____
Name of Employer	:	_____
Pay Scale of the Post Applied for	:	_____
Address of Employer	:	_____

Signature of Applicant	:	_____
Dated	:	_____

To be filled by Human Resources

Whether the applicant is under bond to serve the Institute (Yes / No)	:	_____
If Yes, Duration of the Bond	:	_____
Expiry Date of Bond	:	_____
Balance applications yet to be forwarded during the current calendar year	:	_____

Certified that the number of applications mentioned above is correct.

		Recommended Not Recommended	Recommended Not Recommended	Approved Not Approved
_____	_____	_____	_____	_____
Date	Verified by	CHRO	DOFA	DIRECTOR