



INDIAN INSTITUTE OF TECHNOLOGY - MADRAS
Chennai 600 036

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APPLICATION FORM FOR FORWARDING OF APPLICATIONS FOR OUTSIDE EMPLOYEMENT

PART – I
(To be filled by the applicant)

1. Name & Emp. ID. : _____ Emp. ID. _____
2. Designation : _____
3. Department : _____
4. Date of appointment in the Institute : _____
5. Date of appointment in the present post : _____
6. Present Basic Pay & Level : PB: _____ Level: _____
7. Whether Permanent / Temporary employee : _____
8. Whether SC / ST : _____
9. Whether he/she is under Bond : _____
10. Name of the post applied for : _____
11. Pay Band/Level of the post applying for : _____
12. Name of the Institution/Organization : _____
13. Whether the post applied for comes under Central /State Govt./Autonomous/PSU/ Statutory body etc. : _____
14. Advertisement No. : _____
15. Whether copy of notification enclosed : _____ Yes / _____ No
16. Last date for receipt of application : _____
17. Whether advance copy sent already : _____ Yes / _____ No
18. Certified that the particulars given above are correct to the best of my knowledge
19. I hereby undertake to comply with the rules of resignation/relieving in IIT Madras before joining the post applied if selected
20. I hereby undertake to abide by the general conditions of forwarding of an application for employment elsewhere.

Date: _____

Signature of the Employee

RECOMMENDATION of HoD

PART – II
(For the use of Administration Section)

1. Eligibility for forwarding nos. of applications per calendar year :
2. Applications already forwarded during current calendar year :
3. Whether he satisfies the eligibility conditions :
4. Is there any DAR / Vigilance case is pending against the applicant :
5. Whether lien will be maintained at the present post at IITM :
6. Competent Authority for approval :

Asst. Registrar (Admn.II)

Deputy Registrar (Admn.)

Registrar