



भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING, KANCHEEPURAM

Format to apply NOC for outside employment

Employee Name & ID	:	
Designation & Dept.	:	
Current Pay level	:	
Date of Initial joining	:	
Date of Joining to the current post (if applicable)	:	

Fill in the below:

1. Are you under Probation : Yes/ No
2. Are you serving any bond in this institute : Yes/ No
3. Is there any disciplinary action taken/ pending against you in the past/ present : Yes/ No

If yes, please provide details

4. Any other relevant information

5. Category [SC/ST/OBC/GENERAL/PWD/Other] :

Request for (put a tick on appropriate):

6.
 - a) Forwarding of application through proper channel
 - b) NOC
 - c) Experience Certificate
 - d) Vigilance Clearance Certificate

Document to be attached by the Applicant:

1. Duly filled application form.
2. Copy of the advertisement of the applying post.
3. Instruction set/eligible criteria as provided by the institute/ organisation provided in the advertisement/ website.

Signature of the Applicant with date



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Recommendation of the HoD:

Signature of the HoD with date

***Note:** Submit the above form along with the required documents to Dean Faculty Affairs Office.*

----- (For office use only) -----

Forwarded to Administration on _____ (Date)

Dean FA Office

Observation by the Administration:

1. Whether the applicant is under probation : Yes / No
2. Category of the applicant : _____
3. Any disciplinary action pending/taken : Yes / No
4. Duration of the service of the applicant in the institute : _____
5. No. of NOC provided to the applicant during the current calendar year for regular positions other than deputation/ Transfer positions (if applicable) : _____
6. No. of NOC provided to the applicant during the current calendar year for deputation/ Transfer positions (if applicable) : _____
7. Whether applicant applied/ applying for the post through proper channel : Yes / No
8. Applicant will be relieved after serving the notice period : _____

Any other observation:

Signature of AR/DR/JR with date

Registrar

Dean FA

Director