Indian Institute of Information Technology Ranchi

PROFORMA TO BE FILLED BY IIIT RANCHI EMPLOYEES WHO SEEK EMPLOYMENT ELSEWHERE

(To be submitted in the Establishment Section at least 10 working days in advance of the last date of receipt of application by the advertised organization)

1. Name of the employee & Employee Code   :

2. Designation   :

3. Department   :

4. Post applied for (A copy of the   :
   Advertisement should be enclosed)

5. Name and full mailing address of
   the organisation to which the
   enclosed application is to be sent

6. Status of the organisation
   (Central, State Govt. /Autonomous
   Body etc.)

7. Particulars No., date and value of
   the IPO/Bank Draft etc. if enclosed
   with the application

8. Whether advance of the application
   has already been forwarded if so give
   details as to the date sent

9. Number of application(s) already
   sent during the current calendar
   year

10. Last date of receipt of application
    in that organization

11. Any other remarks   :

Signature _____

Date   _____

Forwarding note of HOD/Section/unit I/c