



Application for Outside Employment

Proforma to be filled by Applicant:-

---

Name : \_\_\_\_\_ Employee ID : \_\_\_\_\_  
Designation : \_\_\_\_\_ Department/Section : \_\_\_\_\_  
Nature of employment : \_\_\_\_\_ Nature of employment: \_\_\_\_\_  
Mobile Number : \_\_\_\_\_ Present Pay scale : \_\_\_\_\_

Applications Already Submitted [Number(s)]

During the current Semester : \_\_\_\_\_

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 the Applicant : \_\_\_\_\_

\_\_\_\_\_  
**Recommendation of HOD**

Dated : \_\_\_\_\_

---

Whether the applicant is under bond to serve the Institute (Yes/No) : \_\_\_\_\_  
If Yes, Duration of the Bond : \_\_\_\_\_  
Expiry Date of Bond : \_\_\_\_\_  
Balance application yet to be forwarded during the current semester : \_\_\_\_\_

Certified that the number of applications mentioned above is correct.

---

|                        |                        |                     |
|------------------------|------------------------|---------------------|
| <b>Recommended</b>     | <b>Recommended</b>     | <b>Approved</b>     |
| <b>Not Recommended</b> | <b>Not Recommended</b> | <b>Not Approved</b> |

---

\_\_\_\_\_

**Date**      **Verified by**      **HR Coordinator**      **Dean (A&R)**      **VC**