



Indian Institute of Science Education and Research Bhopal

Proforma to be filled by the Institute employees who seek employment elsewhere

(To be submitted in the Administration Section atleast 10 working days in advance of the last date of receipt of application by the advertised organisation).

1	Name of the employee	
2	P. F. No.	
3	Designation	
4	Department/ Section	
5	Post applied for (A copy of the advertisement should be enclosed)	
6	Name and full mailing address of the organisation to which the enclosed application is to be sent	
7	Status of the organisation Central/State Govt./Autonomous Body/Corporate Body etc.	
8	Particulars No., date and value of the IPO/Bank Draft etc. if enclosed with the application	
9	Whether advance copy of the application has already been forwarded if so give details alongwith copy of the application sent.	
10	Number of application(s) already sent during the current calendar year	
11	Last date of receipt of application in that organisation	
12	Any other remarks	

Signature of the Applicant Date :	Forwarding Note of HOD/Section/Unit I/C.
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Administrative Approvals:

Personal details checked Asstt. /Jr. Supdt.	Verified & Submitted for approval Supdt. / AR / DR (Admin.)	Approved as per Rules DOFA/Registrar/Director
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