

**INDIAN INSTITUTE OF TECHNOLOGY  
INDIAN SCHOOL OF MINES, DHANBAD**

**PROFORMA TO BE FILLED BY IIT(ISM) 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