



National Institute of Science Education and Research
(An autonomous institute under DAE, Government of India)
Institute of Physics Campus, Sachivalaya Marg,
PO: Sainik School, Bhubaneswar - 751005, India

REQUEST FOR FORWARDING OF APPLICATION AGAINST AN ADVERTISED/CIRCULATED POST

PART-I
(To be filled by the applicant)

1. Name & PF No. : _____ PF No. _____
2. Designation : _____
3. School/Section : _____
4. Present Pay Band and Grade Pay : PB: _____ GP _____
5. Date of appointment in NISER : _____
6. Present basic pay : _____
7. Whether on probation : __Yes / No__ (put a tick)
8. Name of the post applied for : _____
9. PB & GP of the post applying for : _____
10. Name of the Institution/organization : _____
11. Status of the institution/organization : _____
(Whether Central Govt./State Govt./
PSU/Autonomous/Statutory body etc): _____
12. Advertisement No. : _____
13. Source of Advertisement : _____
(Enclose copy of the advt.)
14. Last date of submission of application: _____
15. Have you send any advance copy of application : __Yes / No__ (put a tick)
16. Particulars of previous application sent, if any, during the current calendar year (January to December)

Sl.No.	Post applied for	Name of the Institute / Organization	Forwarding No. and Date
1.			
2.			
3.			
4.			

17. Certified that the particulars given above are correct to the best of my knowledge and belief.
18. I hereby undertake to comply with the rules of resignation/relieving in NISER before joining the post applied for if selected.
19. I hereby undertake to abide by the general conditions of forwarding of an application for employment elsewhere.
20. Recommendation of the Head of the Section : **Recommended / Not Recommended**

Place: _____
Date : _____

Signature of the Head of the Section

Signature of the applicant

Details of enclosures:

PART-II
(For the use of Administration Section)

1. No disciplinary action is contemplated / pending against the applicant:_____
2. Disciplinary action is contemplated / pending against the applicant:_____
3. The particulars given by the applicant have been verified and found correct / incorrect.
4. If incorrect, mention the deviations _____
5. The application may not be forwarded and the reason(s) is/are: _____

6. The application may be forwarded subject to approval of the competent authority.

Submitted for approval pl.

Dealing Assistant

Forwarded for consideration & approval / cannot be forwarded due to following reason(s):

A.P.O. (Admin.)

A.O. – III (Admin)

Approved / Not Approved

REGISTRAR / DIRECTOR

Forwarding Letter No. _____ Date _____

Dispatched through speed post / registered post / ordinary post / courier etc. on _____

Dealing Assistant

(Counter folio to be sent to the applicant)

Your application for the post of _____ has been forwarded to _____

_____ subject to the following conditions:

That:

- a) You shall comply with the rules of resignation/relieving in NISER before joining the post applied for.
- b) NISER will not bear any kind of cost in this regard.
- c) On selection and acceptance of the offer, you will be relieved from the institute services as per institute rules and also in accordance with the service conditions as per offer of your appointment.

A.P.O. (Admin) / A.O. – III (Admin)